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Indian Library Association  
English Series 3

LIBRARY MANUAL

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# LIBRARY MANUAL

by

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and

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## CONSPECTUS

Mahatma Gandhi brought India upto the eventful date 15 August 1947; and before the first year of India's independence would be completed, he had disengaged himself. His arduous work till that date and his sudden disappearance afterwards finds a parallel in Visvamitra's arduous work which led up to the marriage between Rama and Sita and his disappearance on the very next day. We the survivors in India and the new generation which is yet to be born have the sole responsibility of making our freedom really helpful to the perpetual unfoldment of the personality of every one belonging to India, at the vital, mental and spiritual levels. In the present stage of human evolution the integral unfoldment of personality at all the three levels has to depend essentially on mental effort and intellectual growth. When the intellectual growth of millions of adults has to be provided for, we cannot help looking to the library as an appropriate agency. It behoves us, as the first generation of the people of free India, to lose no time in adapting the library for this important social function of universal, perpetual self-education of one and all of the people and in making a net-work of that agency truly established throughout the length and breadth of our motherland.

Promotion of library service and the establishment of a net-work of libraries in the shortest possible time needs the co-operation of the library profession, the government and the public at large. They have all to agree upon the purpose of library service, upon the means of promoting it and upon the successive stages in the action\* to be taken therefor.

Since years of subjugation and protected life have disabled us from thinking and acting vigorously and from knowing our rights and duties, it is the Govern-

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ment—particularly the wise men constituting the first governments of the Union of India and the constituent States—who should take the initiative. Thanks to the prior preparation of the public in sensing their library rights—a preparation done during the last twenty years by the Madras Library Association without respite—the Government of Madras has given a lead by putting a library act on its statute book. It is hoped that this example of Madras and the appeal made to the Union Government and the Governments of Bombay, Madhya Pradesh, Uttar Pradesh, the United States of Travancore and Cochin, and Kashmir will not go in vain and that these governments too will provide for library service through legislation.

It is, therefore, felt that it is time for the library profession to make its own contribution to the efficiency of library service and the success of library movement. It can make its best and full contribution, to the point of enlisting the co-operation of the public at large, only after the full contingent of the profession comes into being. But this is going to take some time. As it is usual with all new services, there is the initial wrong notion among the public, the Local Bodies, the Governments and, alas, even in the university circles which must know better, that anybody can enliven a library—particularly even those whose general ability is too far below par to make their living elsewhere.

Those who have a slightly greater awareness damn the cause by faintly conceding that subnormal beings can be rigged up for library service by a short course of instruction for two or three months. Those that see more clearly concede that graduates with fuller training are necessary for library work, but fail to agree to provide the status and salary-scale that will attract and retain men of the right calibre in the creative and leading ranks of the library profession.

It will take some years before all these initial blunders would be avoided. But the nation's library-

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work cannot wait till then. It must go on. Indeed it is its own going on in spite of these obstacles which will provide the necessary stimulus to the public to enable them to remove the obstacles. It is in this view that we have reconciled ourselves to the idea that during the next few years libraries will have to be worked either by socially minded intelligent men without training and/or by a lower order of men without the gift of initiative but with some sort of a rapid mass-instruction for about three months. This view led to the feeling that a special responsibility attached itself to the handful of men of the library profession, by whom our society had already done well in the matter of status and salary. These are pioneers. They should conduct themselves as such. They should not give themselves away Sugriva-like to private physical enjoyment or allow themselves to drift into a life of indolence, gossip and intrigue. Nor should they take advantage of the fact that the public do not know what service to expect of libraries. They should not organise their time and life on the assumption that they have only to live to earn their assured annual increments! On the other hand they should pour themselves into their work. They should practice the most severe form of work-chastity. It is also their bounden duty that the experience which has fallen to their share should be formulated in the form of books for the guidance of the non-professional and quasi-professional men who will be manning most of the public libraries of the land in the next few years. This book is our own little contribution to the discharge of that responsibility by the present-day library profession of India.

It must be made clear that this reach-me-down type of manual is justifiable only in the transitory context described above. We trust that it will not lead the authorities to imagine that it can form the permanent basis of library service. We appeal to the Local Bodies, Governments and Universities that they

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should forthwith take steps to create a full contingent of a fully trained library profession made up of able persons. They should work on this matter according to an agreed programme so that at least by 1980 the library profession will reach its full strength of 1,20,000.

Such a large number of professional librarians will be necessary to man the fully developed library grid of India which will consist of one National Central Library, 24 State Central Libraries, 321 Rural Central Libraries, 144 City Central Libraries, 5,000 Branch Libraries, 14,000 Travelling Libraries, calling at 3,00,000 Delivery Stations, about 1,000 Business Libraries, 30 University and Research Libraries, 1,000 College Libraries, 321 District School Libraries and 15,000 School Libraries. A variegated but articulated chain of training institutions will be necessary to provide the country with an army of 1,20,000 professional librarians of all the necessary standards. The top-group may have to be 1,000 strong. They must be the best of the persons which India can find; they must be persons of a highly integrated personality, capable of creative thought, leadership, daring vision and above all, single-minded devotion to their calling. 30 such men should be trained each year. They cannot be trained in isolation in the different constituent States. Wisdom will lie in the Union Government maintaining in its own University at Delhi an advanced Union College of Library Science to produce these path-finders and the governments of the constituent States sending their chosen men to this College to get fitted up. These men should finish off their training with a Doctorate in Library Science. These persons will become the top-men of the National Central Library, the Librarians and the Deputy Librarians of the State Central Libraries, Chief Librarians of Rural Central Libraries, City Central Libraries of large size and of University and apical Business Libraries.

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The second group, which will consist of the Librarians of the smaller cities and the Heads of Sections in the Central Libraries of the Nation, States, the rural areas and the bigger cities and of Business Libraries may have to be about 3,000 strong. These must be able men. One hundred of them must be produced each year. They must take an intensive post-graduate Degree Course of two years and earn the Master's Degree in Library Science. India will need only one Union College of Library Science for this purpose. It is but appropriate that this college is the same as the one which prepares the top-group and is best left to the care of the University of Delhi.

The third group will consist of about 50,000 men who should be trained to work under direction in the various libraries. A one year post-graduate Diploma Course should prove sufficient for them. To produce 1,700 such men each year, each of the Universities will have to maintain a College of Library Science, the teachers in such colleges being recruited from among those who have taken a Doctorate in the Union College of Library Science in the University of Delhi. The remaining 66,000 men will have to work in very small libraries. They may be men of ordinary ability. In fact it may be necessary for a long time to be satisfied if they are able to do their work with the aid of a manual after being initiated into its use and into a proper library outlook in a rapid three months' course conducted in each constituent State.

Our book entitled *School and college libraries* constitute a manual of this nature for these ordinary workers in academic libraries. It is our intention to write a similar manual for workers in business libraries. The present book entitled *Library manual* is mainly turned on the ordinary workers of small general libraries—the so-called public libraries.

The first chapter, however, is turned also on members of Library Committees, Local Bodies, and

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the public at large. It enunciates the Five Laws of Library Science and derives from them in a rapid manner the outlook which must characterise modern libraries. This chapter reproduces in a short compass, the substance of our basic book *Five laws of library science*.

The second chapter expands more fully the vital work in a library called "Reference Service". It deals with the ultimate purpose of the library, namely helping every reader to get his book and every book its reader in a most personal and pleasurable way with the least waste of time. This is a very brief summary of the first volume of our *Reference service and bibliography*.

The third chapter gives greater details as it is devoted to the daily routine of circulating books for study. It reproduces a large portion of chapter 6 of our *Library administration*.

Chapter 5 is devoted to library classification. It the other chapters of the *Library administration*. It gives a brief account of the work connected with book-selection, book-ordering, periodicals section work, accessioning, maintenance work, accounts, and files.

Chapter 5 is devoted to library classification. It gives ready-made class numbers for the subjects which are likely to figure in the collections of small public libraries. The class numbers have been constructed in accordance with both the *Colon classification* and the *Decimal classification*.

Chapter 6 is on library catalogue. It shows cataloguing technique by a few concrete examples and also reproduces some of the fundamental rules given in our *Classified catalogue code*.

Chapter 7 is on library building and materials for office use.

Chapter 8 is a glossary of library terms with Sanskrit equivalents.

This English edition may be used as the basis for translation or free rendering into the important

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regional languages of India. Thanks to Mahatma Gandhi, it has now been realised how foolish it has been on our part to use a foreign language as the medium for thinking among the classes and for dissemination of knowledge among the masses. The use of foreign language has crippled our languages and they are without a proper terminology for most of the current ideas that have taken shape during the last one hundred years. And Library Science is practically a creation of this period. Mr. Murari Lal Nagar and ourselves are now engaged in working out a means by which all the Indian Languages may at least begin with a consistent library terminology. In fact as one of the means, our fundamental books are all being translated in the form of Sanskrit *sutras* fitted with *vartikas* in Sanskrit and commentaries in Hindi. This will embody a standard terminology. The glossary in chapter 8 gives the Sanskrit terms adopted provisionally till now. We call them provisional since there can be no finality in the matter and certainly it can not be reached in the first attempt. If the translators could use terms of their own languages which are cognate to these Sanskrit terms, they will be helping the formation of a uniform library terminology for all the libraries of India. Discussion of the glossary of terms either in the pages of the *Abgila* or by correspondence is solicited. In this matter, the Canons of Terminology given in V. 1 of the *Abgila* may be borne in mind.

Applications for translating this book may be made to the Indian Library Association.

## CHAPTER 1

### Laws of Library Science

To understand the work in a library and to do it properly, it is necessary to know and remember the purpose of a library. A library is a social organisation charged with the work of providing inspiration, information and recreation through books. Books themselves are the carriers of thought—thought of the thinkers of the past and the present. It is helpful to compare a book with a human being. It has a soul, a subtle body and a gross body. These are respectively the thought-content, the language and the style, and the paper and the print and the cover. A book is thus embodied-thought. It is thought transformed into a portable material—very much like dry cells for electricity. A library is a power-station with a battery of these dry cells. To fulfil itself, therefore, the library should help the re-transformation of books into thought. Library work is the sum-total of all the work needed to help such a re-transformation.

In the *Five laws of library science* (1931), we have shown the spirit in which this re-transformation should be made. That spirit is embodied in the following Five Laws :—

1. Books are for use.
2. Every reader his book.
3. Every book its reader.
4. Save the time of the reader.
5. Library is a growing organism.

Our revered friend, the late Mahamahopadhyaya Prof. S. Kuppuswami Sastriar clothed these five laws in Sanskrit verse. Here is its latest version :—

ग्रन्थालयी सदासेवी पञ्चसूत्रीपरायणः ।

ग्रन्था अच्येतुमेते च सर्वेन्मः स्वंस्वमानुयुः ॥

अच्येतुः समयं शोषेदालयो नित्यमेव च ।

वर्षिष्ठारुपं चिन्मूर्तिः पञ्चसूत्री सदा जयेत् ॥

### 11 The First Law

These Laws help us to make certain inferences from them. From the First Law we have to infer that a library should acquire, organise and keep books not for ornamental purposes, not as a museum, but to be read and understood and acted upon by people. This means that a public library should not waste its money on book-curiosties and books which are costly on account of their rarity. This responsibility should be left to National and State Central Libraries. Again, the appearance of the books should invite people to pick them up. The size, the shape and the style of printing should make a book easy to handle and pleasant to read. This means that a public library should choose its books with care and keep them clean and in good repair. Worn-out and out-of-date books should be discarded without hesitation. Copies of them will be available for occasional or antiquarian use in the National and State Central Libraries.

### 12 The Second Law

The Second Law indicates what books a library should buy. It shows that the library should inform itself of the interests of its clientele. A Public Library should provide books on the occupations and in the field of interest of the people of the locality. If it is a School Library, it should collect books not only bearing on the curriculum of studies, but also on all conceivable arts and crafts, sciences and histories, and biographies and travels, since the curiosity of children knows no bounds. Both in Public and School Libraries there should be not only the above-mentioned informative books but also light literature for relaxation without the harmful effects which other forms

of relaxation, like card-play, produce. There should also be profound books which will rouse up and satisfy the urge for inner life and turn the mind towards whatsoever is elevated, enlightening and sublime. The Second Law shows also that the subtle body of the books, the language and the style, should be sufficiently varied. The library should have books which can be understood by the most learned as well as the least learned, by the mature old men as well as the immature child, and by all else in the intermediate stages. The Second Law has something to say about the physical body, too, of the books. It should acquire for the children, for example, books in large type and large paper.

### 13 The Third Law

When we turn to the Third Law, we find it even more exacting. It declares, as it were, that the destiny of a book is the reader's hand. We can infer much from this Law if we remember that a book is inert; it cannot of its own accord leap into the hands of its readers, nor has it a voice audible to them. It depends solely on the librarian either to take it to its readers or to bring its readers to it. Every book, be it remembered, which is obliged to be confined to the shelves of the library for days and days, will cast a curse on the librarian if it is not found a reader. To escape it, the librarian should go out amidst people, canvassing for readers. He should bring to the notice of probable readers the arrival of new books and the existence of old neglected books, from time to time. He may do so either by circulating a library bulletin (either in manuscript or typed or printed according to the means of the library) or through the columns of local newspapers or by announcements in public gatherings. He should also bring the service of the library in a general way to the notice of the people by judicious announcements in newspapers, by addressing public meetings, by the distribution of handbills

and by visits to workshops, educational institutions, clubs and even individual homes. In other words, he should employ every form of publicity to attract people to the library. He should not rest on his oars until he is satisfied that every person of the locality has become a regular visitor of the library. This means, in effect, that he must be ever alert in his publicity work. Books are artificial entities. People do not take to books easily. It takes years and years to make a community read books adequately. For example, in a British town called Croydon, its public library has been in existence for more than fifty years. It is being worked very efficiently and the people of Croydon are all literate. And yet that library has succeeded in all its fifty years in enlisting only 60 per cent of the people as its regular visitors. Remember that it is a free library. There is no need even to make a deposit of caution money. There has been no end of publicity activities. And yet forty per cent of the people are still to be brought to the library. This should warn the librarians of India. More than that, it should warn the library authorities of India. Our people are now mostly illiterate. Even those that are literate have little of reading habit. Neither at school, nor at office, nor at home have they been accustomed to turn to books for information, recreation or inspiration. Nor have they had a chance to see other people doing so, as the people of Croydon have had. Moreover, the books produced in India to-day are not half as attractive as the books produced in England. Again, we do not yet have books on all the arts and crafts, nor books on current thought in sufficient number and variety to pull the people towards our libraries, as the library at Croydon does. All this shows the great handicap which prevents our people from taking to books without persuasion and publicity. Let not our Authorities or our librarians believe that their duty ends by putting up a library building and filling its shelves with books. Let them not blame our people as unmindful of books, if they do not come to the library.

of their own accord. The fault should be traced not to the people, but to the librarians and the Library Authorities. It is their duty to do every thing necessary to get readers for every book, and for this purpose to attract every body to the library by every available means of publicity. It will take years to succeed in this work. Patience, persistence and faith are necessary. In short, the Third Law calls for persistent, pleasant and productive public relation to be maintained.

#### 14 The Fourth Law

If the Third Law enjoins on the library authorities and the librarians the sacred duty of making all the people of the locality visit the library in order to increase the chance for every book to get its readers, the Fourth Law enjoins even a more sacred duty which is to retain the custom of those who come to the library at least once. Their custom can be retained only if each reader will be attended to and given satisfaction by attending to his requirements exactly, expeditiously and individually. The time of the reader must be saved if the psychological tempo, necessary to make them come again and again to the library, is to be preserved. To do this, the Library Authorities should provide an adequate number of reference librarians. A reference librarian should with a cheerful face welcome and receive every visitor to the library. He should, in a friendly and pleasant way, help each visitor to enunciate his reading requirements—the exact information he seeks or the knowledge he wants or the particular emotional appeal that can soothe him. He should put him alongside the books and the periodicals which can meet his requirements. He should indeed work with the reader in his hunt for information.

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To do this effectively the Reference Librarian should have many qualifications: He must have an

urge for social service; he must love humanity; he must have faith in the ability of books to help humanity; he should also have a broad acquaintance with every section of the field of knowledge; he must have a fairly intimate knowledge of the collection of his library; and he must be thoroughly familiar with the arrangement of the books on the shelves and the intricacies of the library catalogue. This makes us see the dependence of the efficiency of reference service on helpful shelf-arrangement of books and a well prepared library catalogue.

#### 142 SUBJECTIVE TIME

The preservation of the psychological tempo of the reader needs not only saving of his time by prompt personal service but also the avoidance of any moment whatever when he would be obliged to wait in idleness or in a state of boredom. In other words, the Fourth Law insists that the saving of the subjective time of the reader is even more important than that of objective time! Let me illustrate. Years ago, one of us was studying the working of the big central library of the City of Glasgow. It was found that the application slip for every book was stamped with a time-piece which had its dial and the minute and hour hands in rubber. The time-piece had to be banged with force on every application slip. One can imagine how short-lived the time-piece would have been and how much money that library should have been spending on the purchase and frequent replacing of this special make of time-piece. The librarian was asked why they were indulging in this expensive luxury. The following scene which was witnessed some time later demonstrated that it was not a luxury but a necessity to preserve the psychological tempo of the reader by making him see the illusion which his subjective sense of time had produced in him. He asserted that he had "waited for ages" to get his book; he was fretting and fuming; he was swearing that he would not any more come to that library as it was

wasting his time. The librarian approached him and asked gently how long he had waited. He said he had waited at least for a quarter of an hour. The book arrived. The reader was asked to note the time of his receiving the book and he was told he had waited only for five minutes. "How do you know?" he asked, and said, "I know I have waited for more than fifteen minutes". He was shown the rubber stamp of the face of the time-piece on his application slip. This convinced him that he was under an illusion caused by waiting in idleness and he promised to continue to be a patron of the library.

### 143 OBJECTIVE TIME

In modern library practice, the illusion about subjective time is eliminated absolutely and the objective time also is saved considerably by two new devices. One device is called "open access". It consists of allowing each reader to walk into the stack-room, to walk up to the book-shelves, and to handle any book he likes with as little hindrance as he could in the case of his private collection at home. The second device is called "Ticket-method" of issuing books. In this method, the reader need not spend time in writing out an application for the book he desires to borrow or in waiting for the issue clerk to write the name of the book or his name. As the first device, *i. e.* open access, makes the reader busy till he picks out his book, there is no illusion of time being wasted *i. e.* there is no waste of subjective time and wastage of objective time is reduced to very near zero by the ticket method of issue. This system is described in Chapter 3.

#### 1431 Safe-guards for Open Access

To give open access it is necessary that safe-guard should be provided in the library building and its fittings. All entrance and exit should be at one and only one point—the point where the issue counter of the library is located. The entrance and the exit should further be through a turn-stile which is controlled by

a pedal, operated by the foot of the staff-member inside the counter enclosure. Thus it should not be possible for any person either to enter or to leave the library building except with the knowledge of the counter assistant. He should not allow the reader to pass through the turn-stile without vigilantly watching the reader and detecting any book or any other reading material which the reader might be carrying with him either unconsciously or with a criminal motive.' Moreover all other windows, doors and other openings in the library should be protected by weld-mesh shutters which will prevent unauthorised passing of books through them. 'Thus open access means absolute freedom within the library and complete control at the point of entrance and exit. The reference librarians who are on floor-duty in the stack-room to help contact between readers and books should also exercise sufficient vigilance to minimise the temptation to mal-practice which the freedom in the open-access library may induce in readers. As much as from this vigilance, the dissuasion of the readers from mal-practice may also result from the cheerful, kind and ever-available help given by the reference librarian and the consequent development of a sense of ownership and loyalty in readers.'

#### 144 CLASSIFIED ARRANGEMENT OF BOOKS

To minimise the expenditure of the objective time of the reader in an "open access" library, it is necessary that the books should be arranged in a helpful order. The books in a specific subject should be grouped together and the groups in the different specific subjects—and for this purpose the specific subject themselves—should follow one another in a filiatory order. Such an arrangement of specific subjects, the helpful arrangement of the books in a subject among themselves and the determination of the specific subject itself, form an important branch of library science. It is called Library classification. In library classification each book is given a unique ordinal number, called

its Call Number. The Call Number consists of two parts: the Class Number and the Book Number. For example, the Call Number of this book is 22 J1. It is given at the back of its title page. 22 is the Class Number and it means "Work in a public library." 'J1' is the Book Number and it means "1951", the year of publication of the book. The Class Number is a translation of the name of the specific subject of the book, and the Book Number, of some other of its features, into ordinal number. Such an artificial language of ordinal numbers has to be used. It is called a Classification Scheme. We may also call it a Classificatory Language. The following is a list of the well-known published schemes of classification.

Name	Year of Invention	Author	Country
Decimal Classification	1876	Melvil Dewey	U.S.A.
Expensive Classification	1891	C. A. Cutter	U.S.A.
Congress Classification	1904	Library of Congress	U.S.A.
Subject Classification	1906	J. D. Brown	England
Colon Classification	1933	S. R. Ranganathan	India
Bibliographic Classification	1934	H. E. Bliss	U.S.A.

#### 145 COLON CLASSIFICATION

Of these the Colon Classification was invented in India. It is naturally very strong where the other schemes fail viz. in classifying Indology i.e. subjects like Ayurveda, Siddha medicine, Vedic religion, Indian linguistics, Hinduism, Jainism, Buddhism and Indian philosophy, geography, history, economics and law. Moreover, it has more elements of universal applicability than any other scheme. It can handle non-Indian culture and books with the same thoroughness with which it handles Indian culture and books. It can also handle future knowledge with as much ease as it can handle past and present knowledge. This is a

feature in which it excels the other schemes. In fact in the words of a British librarian, "every new subject brings its own Colon Number in its pocket". The dictionary for translating the names of specific subjects into Colon Number will be given in Chapter 5.

#### 1451 Effect of Classified Arrangement

A well-classified arrangement of books will not only save the time of the reader and satisfy the Fourth Law but will also increase the use of books, i. e. satisfy the First Law if adequate guides are provided—gangway guides showing what books are in the bays of the book-rack facing the gangway concerned; bay guides announcing what specific subjects will be found in the bay concerned; and shelf-guides pointing out the specific subjects to which the books in the shelf concerned belong. These guides will give the name of the specific subjects in the natural language current in the library and also mention their translation into the artificial language of ordinal numbers. Further, the back of each book will have a tag which gives its Call Number. Such a profusion of helpful guides will be a means of education for a reader who walks alongside the book-shelves in the stack-room and will help to increase the use of books. Further, as the classification scheme throws together all the books on a specific subject, and arranges the specific subjects themselves in a helpful order which respects their filiation to one another, the Second Law also will be satisfied *i. e.* every reader will have a good chance to find his book. For example, a reader who seeks information, say, on Taxation, will find all the books on Taxation together. To the left will come the books on Public Finance which will have chapters on Taxation. To their left will come the books on Money and Currency. Further to the left will come the general books on economics which too will contain chapters on Taxation. On the way to these shelves, he would have passed through those which contain books on History which he may require for back-ground study. To the right of the books on Taxation will come books on specific taxes

and then those on Insurance, and the Tariff on individual commodities. Such a display of books will not only help every reader to find his book without loss of time but also increase the chance for every book to find its reader.

## 146 LIBRARY CATALOGUE

As important as library classification is the library catalogue in fulfilling the Laws of Library Science. It can be and ought to be so constructed as to further the use of books, help every reader to find his book, help every book to find its reader and save the time of the reader! A reader may remember a book through the name of its author, series, or any collaborator with the author such as editor, translator and commentator or through its subject. This means that the catalogue should enter each book under several names—such as those of author, series, editor, translator, commentator and specific subject—in so far as they exist for it. All these names will be in a natural language, the favoured language of the library. Therefore, the entries which begin with such names or headings, as they are called, will have to be arranged alphabetically by their headings. Usually, entries of this kind are believed to exhaust a library catalogue. But it is not so in fact. These will form only half of a properly prepared library catalogue. No doubt this half is necessary. But it is not sufficient. It may be called the Alphabetical Part of the catalogue as its entries are arranged alphabetically. The other half will consist of entries which begin with class numbers *i. e.* the names of specific subjects expressed as ordinal numbers *i. e.* in the artificial classificatory language of ordinal numbers instead of the natural language. Each book will get one such entry to represent its main specific subject and as many other such entries as there are subsidiary specific subjects occurring in it. The former entry is called the Main Entry of the book and the latter are called Cross Reference Entries. They are also called Subject Analyticals. All these entries will be arranged by the call numbers with which they begin.

This is therefore called the Classified Part of the catalogue. This serves a much deeper and subtler purpose than the alphabetical part.

If the reader's quest is for a particular book by a particular author or in a particular series, the alphabetical part is sufficient by itself to satisfy his want. But if it is interest in a subject by itself that takes him to the library, his wants will be better served if the catalogue can spread before him a full, connected, panorama of all the materials on his specific subject, all its subdivisions and all broader subjects of which it is itself a subdivision. Moreover, few readers are able to name their specific subjects exactly. It is a broader or a narrower subject that is usually thought of or mentioned or looked up in the catalogue. However wide of the mark the subject mentioned by the reader is, the Class Index. Entry in the alphabetical part directs him to look-up the entries in the classified part under the class number representing it.

The function of the number is exhausted as soon as the reader enters the region indicated by it. Thereafter the numbers do not occupy his thought or distract him. His mind is fully occupied with the helpful filiatory way in which the names of his books follow one after another. He is delighted. This delight is at bottom due to the satisfaction of unexpressed wants and to getting of something which he did not know how to ask for. This represents a deeper function to be performed by the library catalogue.

It is the duty of the library to meet such unexpressed wants, particularly because an ordinary reader does not know how to give shape to them and state them.

It is only a catalogue with two such parts that can help every reader to find his books without waste of time. A brief account of the method of construction of such a catalogue will be found in Chapter 6.

## 147 STANDARDISATION

The Fourth Law contains another implication. We have seen so far that in order to save the time of the reader, the library staff should find time to attend to each reader individually. This implies not only more staff than is easily seen to be necessary by library authorities but also saving the time of the staff itself in getting through the routine work involved in the administration of the library, which, by the bye, should never be allowed to accumulate into arrears. To save the time of routine, full advantage must be taken of standardisation and simplification of materials, specifications and procedures. This is briefly indicated in chapter 4. Full details can be found in our *Library administration*. The card system of records and the system of vertical filing may well be claimed as contributions of the library profession to the other professions and trades. These systems were evolved under the pressure of the Fourth Law.

## 148 CENTRALISATION

Centralisation of impersonal processes like classification and cataloguing is another suggestion of the Fourth Law to release more of the staff of a library for the human and personal purpose of Reference Service. It pleads: "What is it that is gained by copies of the self-same book being classified and catalogued by a thousand different persons in a thousand different libraries in the land? Will not the same result of classification and cataloguing be achieved with greater uniformity and consistency if each book is classified at the State or the National Central Library, as the case may be, and its catalogue cards printed with the call numbers by the same central body and supplied to each of the thousand libraries? For every thousand books added to a library in a year, such a centralisation will release one member of the library staff and the library can get a better return for his time by turning him on to reference service. In countries with long-established

libraries—in countries where each library had been accustomed to do its own classification and cataloguing before the habit of seeing things from the high view point of national economy in the light of reason uncoloured by sentiment—local prestige prevents the introduction of centralisation of this sort. But India should take advantage of her starting library service virtually from scratch in this late hour when rational planning with the nation as the unit has come into vogue. It should straightway commence with centralised classification and cataloguing. Let not her librarians be confused by the misgivings of countries which have drifted into their present library position, which, advanced though it be in many prospects, has to allow many wasteful practices to continue, as they have entrenched themselves behind prestige. Mr. Edward J. Carter, Head of the Libraries Section of the UNESCO, for example, endorses my view with these words: "I am impressed by your remark that it is too late now for India to develop its library services in a casual and *laissez faire* manner—you must jump several steps and by so doing, it is quite possible that you will jump ahead of countries whose development has been gradual".

### 15 The Fifth Law

<sup>1</sup> The Fifth Law is different in its nature from the other Laws. It acts often as a corrective to the excesses to which the other Laws may otherwise lead. It does not view as a whole the trinity in a library—the reader, the book and the staff—as the other Laws do. No doubt it is concerned with the growth of each of these severally and of the repercussions of the growth of one upon that of another. Before we examine these, we have to recognise at the outset that organic growth can be of two kinds—growth as in the body of a child and growth as in the body of an adult. As the body of a child grows steadily in height and weight, so a newly started library grows steadily in the number of its readers, books and staff. Even as there is, however, an upper limit to the height and weight of the body or

person, an upper unit can be envisaged to the number of readers, books and staff of most libraries—one exception being the National Central Library.

### 151 TODDLER STAGE

In India to-day we have no library yet of the third class which grows for ever in size. Nor have we many libraries of the second class having already reached adulthood. Most of the few libraries which we now have are in the toddler stage and the majority of them are yet to be born. Most of the present generation of library workers will have, therefore, to spend their life-time with libraries that grow in the first sense *i.e.* grow in the number of readers, books and staff. We ourselves have spent our life-time in this way.

### 152 GROWTH IN NUMBER OF READERS

We may start with saying that the growth of a library has really to stem from growth in the number of readers. This is what the First and the Third Laws indicate. The first charge on the thought and time of the librarians of the present generation in India should be persuasion of the public to use the library. Since 85 per cent of the people are illiterate, offer must be made to read out and expound books to the illiterate and to co-operate with every local organisation engaged in the liquidation of illiteracy. This will be a transitory phase of the work of our libraries for nearly a generation.

But even assuming that literacy is universal, it will take several years for a library to reach the stage of adult growth. This is what experience in the West has shown. Even in cities which have had compulsory education and a well-conducted library system for nearly 75 years, the percentage of the population which has begun to use public libraries has not yet reached 30. Assuming that 30 per cent of a community will always be unfit to use a library on account of age or other handicaps, it can be seen that 40% of those that can use the library are still staying out. This shows that

the librarians of those cities have not yet reached the adult-stage of growth in respect of the number of readers. The situation is much worse with rural library systems. Thus, most of the libraries of to-day are in the phase of child-growth. This has many implications.

### 153 GROWTH IN BUILDING

The number of readers must be expected to go on growing steadily though slowly. The volumes in stock also must, therefore, be made to grow, in a corresponding measure, both in number and in variety of subject matter. The staff too will have to be increased to keep pace with the increase in readers and stock. The expected growth in the three members of the trinity forming a library must be borne in mind in the design of the library building. When we build a house for our children, we don't get its height and area determined by the stature of the infants. We build them as they would require them when they would be grown up and obliged to live with their own family and friends. In designing a library building too, the requirements of the adult stage must be borne in mind. The lay-out at least must be made accordingly, though it may be programmed to complete the building in instalments at intervals. The overlooking of this implication of the Fifth Law of Library Science has led to much wastage in the past caused by the necessity to abandon a library building which has either no space for horizontal expansion nor has a foundation strong enough to allow vertical growth. Even in cases where these two handicaps do not exist, the shape of the rooms or of the building as a whole is too symmetrical—say circular—to admit of expansion without avoidable increase in the overhead charges of administration. The changes in the notion of the building-requirements of the Madras University Library form an illustration. In 1912, a room 50' x 30' was believed to be the maximum requirement. By 1921, treble this space was contemplated. The plan of 1924 provided for six times the

space. In 1928, I insisted on 20 times the space on the ground that the library, which then had only 40,000 volumes, would grow to 200,000 volumes in 30 years and that the number of daily visitors would increase twenty-fold. But for the paralysing effect of the World War and the temporary withering of the spirit caused by the invasion of intrigue and politics, the building, though planned as liberally as I wished, would have by now been out-grown.

#### 154 GROWTH IN STAFF

The effect of the Fifth Law on the staff-requirement of a library in the stage of pre-adult growth is seldom realised. It invariably leads to vexatious situations, if the staff has sufficient enthusiasm to make the library grow. The authorities seldom realise how quickly the sanctioned staff is out-numbered. They complain of frequent applications for increase of staff and turn them down. Even with the best of effort, the inadequate staff is unable to render even half the service which they announce and aspire to render. Publicity brings in more readers than can be served and more books than can be organised. The result is complaint and disappointment from all quarters and ridicule and under-writing by a handful of cynics whose voice drown the voice of others. Cowardly and selfish librarians feed frustrated and begin to drift at the risk of the library repelling readers. I have seen this phenomenon recur in library after library in the East and the West alike. Till recently, I had taken this to be as providential and inexorable as an earthquake. Of late, I am able to see some light and think of some means of averting this form of frustration of the growth of a young library and of the spirit of hard-working, enthusiastic, pioneering staff who put service above self-interests. The means I recommend is that library authorities should once for all agree to a mathematical formula for the staff of a library in terms of the out-turn of work. Once this formula is accepted the alteration in the strength of the staff would become

automatic and impersonal and there need not be recurring opportunity for the play of cynicism and vexation—Oh! How glibly they ridicule saying staff, staff and always more staff!! How ignorantly they judge the work of a library and its staff!!! Here is the formula, I have worked out.

## 1540 Staff-Formula

## 1540 Formula 1: Total Staff

If	$S$	= Total Strength of Staff
	$S_m$	= Strength of Ministerial Staff
	$S_p$	= Strength of Professional Staff
	$S_u$	= Strength of Unskilled Staff
	$N_a$	= Number of Volumes accessioned in a year
	$N_d$	= Number of Periodical Publications abstracted and indexed (Documented)
	$N_{gh}$	= Number of Gate-Hours per year (a gate-hour is one counter gate kept open for one hour)
	$N_h$	= Number of Hours the library is kept open in a day
	$N_m$	= Number of Rupees provided in the annual budget
	$N_p$	= Number of Periodical Publications taken
	$N_r$	= Number of Readers per day
	$N_s$	= Number of Seats for readers
	$N_v$	= Number of Volumes in the library.
	$N_w$	= Number of Working Days in a year
	(X)	= $X$ , if $X$ is an integer; or = Integral Part of $X$ , if $X$ exceeds an integer by less than 0.25; or = Integer next above $X$ , if $X$ exceeds integer by 0.25 or more than 0.25

Then  $S = S_m + S_p + S_u$

Where  $S_m = \frac{1}{20,000} \left[ N_m + 20,000 \left( \frac{N_d}{100} \right) \right]$

$$S_p = \frac{1}{3,000} \left[ 3N_u + 60N_d + 6N_p + 2N_{ph} + 2(Nh + 6 \left( \frac{N}{50} \right)) \right]$$

$$S_u = \frac{1}{20,000} \left[ 10,000 (S_m + S_p) + N_u \right]$$

1542 Formula 2 : Distribution of Work Among Professional Staff

If  $S_c$  = Number of Circulation Staff

$S$  = Number of Supervisory Staff  
(Librarian and his deputies)

$S_o$  = Number of Other Technical Staff

$S_r$  = Number of Reference Staff

$$\text{Then } S_c = \frac{N_{ph}}{1,500}$$

$$S_l = \frac{N_h \times N_w}{1,500}$$

$$S_o = \frac{N_u + 20N_d}{1,000} = 2N_r$$

$$S_r = \frac{\left( \frac{Nr}{50} \right) N_w}{250}$$

1543 Formula 3 : Distribution of Work Among Other Technical Staff

If  $S_b$  = Number of Book Section Staff

$S_{cc}$  = Number of Classifying and Cataloguing Staff

$S_p$  = Number of Periodical Section Staff

$S_s$  = Number of Shelf Section Staff

$$\text{Then } S_b = \frac{N_u}{6,000}$$

$$S_{cc} = \frac{N_u + 40N_d}{2,000}$$

$$S_p = \frac{N_r}{500}$$

$$S_s = \frac{N^2}{3,000}$$

## 155 ADULT STAGE

When a library reaches the stage of adult-growth, growth will consist of replacement of old readers by new ones, worn-out books by fresh ones and retired staff by new ones. In this stage, the library would have reached the ceiling for the number of readers, books and staff. Yet, there can be no relaxation in publicity-work since newer readers must be secured in the place of the old ones and there will be no less work in book-purchase nor in shelf-section work as new books will have always to be procured and the older volumes will have to be weeded out. But there will not be necessity to extend the library building. Libraries of schools, colleges and business houses will soon reach this stage. As already stated, public libraries may take several decades and perhaps more than a century, though branch libraries in the divisions of a city and in towns belonging to a rural library system may reach the adult stage of growth much earlier.

## 156 A WARNING OF THE FIFTH LAW

Failure to realise the force of the Fifth Law of Library Science leads to many faulty steps in library work. Reference has already been made to the mistake which should be avoided in regard to library building. Some library authorities who have had no experience often prevent the library from adopting a published scheme of classification. The library improvises its own scheme. It is often designed in a rule-of-thumb manner and is found to break down in a short time. This is a common feature in most libraries today. The classification has thus to be started again. Another equally objectionable policy is adopting a published scheme either partially or in a modified way. This also leads to breakdown. "Our library is very small. We do not want any elaborate scheme. A simple numbering will do" is an argument which one often hears. The Fifth Law of Library Science protests against this. I should like to add that a good scheme of classification will give only simple numbers

for the simple books found in a small public library. In fact no book can take a more elaborate number for itself than what its specific subject demands, simply because the scheme of classification in use has provision for elaborate numbers to individualise specific subjects of any degree of intension. In cataloguing, failure to follow a rigid catalogue code leads to making the catalogue a hodge-podge. Here again people falsely argue: "My library is a simple one. I want only a simple set of cataloguing rules which can be understood by a cataloguer of average ability, though without training". Here again, as the library grows, who can say that it will not add to its books which bring cataloguing difficulties? The Fifth Law would insist that wisdom lies in adopting a published scheme of classification and a published catalogue code in full without modification.

## 16 Over-All Test

We may now conclude this study of back-ground for library work in terms of all the Laws of Library Science taken together. These Laws have certain ways of testing if a library respects them. They look at the building; if it is smart, bright and soothing, they are satisfied. They step in and look around; if the seats are comfortable, table space is ample, lighting is pleasant, ventilation is adequate and flooring is sound-proof, they know that the necessary silence will be there. They walk into the stack-room; if the gangways are broad, the topmost shelves of the book-racks are within reach and if there are guides for every tier, gangway bay and shelf-plank, if the lighting is good, if the books are in open shelves, if readers walk alongside them and handle them without any restriction and if they are accompanied and helped by cheerful reference librarians, they are satisfied. They ask about the library-hours; if they are told that the library is kept open on all the 365 days of the year and during all waking hours each day, they are satisfied. They feel assured that the masses will pull up in no time and they will ever be in a high state of awareness and enlightenment.

## CHAPTER 2

### Reference Service

#### 20 Definition

We have seen in the last chapter that the ultimate purpose of a library is to get its books read with profit and pleasure by every member of the community for whom it is intended. Indeed we can go to the length of saying that a library exists only at the moment when the three members of its trinity—the reader, the books and the staff—are in purposive contact with one another. The old concept, that a mere collection of books in a library, is as wrong as holding that a mere group of readers or a mere squad of staff can constitute a library. In the night, for example, when there are no readers and staff, there is only a collection of books and not a library. Even when all the three exist without relation to one another, there is no library. On the contrary, even a single book in the hands of a librarian being introduced to a reader is a library.

Reference service is the name for the formation of purposive contact between the members of the trinity in a library. A librarian should look upon reference service as his paramount duty. Reference Service establishes contact between the right reader and the right book in a personal way. Every other work in the library is itself fulfilled ultimately only through reference service. To collect books, to organise them and to go through all the endless routine prescribed in the succeeding chapters on library work—book selection, book-order, periodicals work, classification, cataloguing, accessioning, organisation and display of books and charging and discharging them—will become fruitless unless proper reference service is done. Let us therefore examine how it should be done.

#### 21 Preparation

#### 211 NEW BOOKS

Reference service requires patient and arduous preparation with books. Every new book which comes

into the library should be rapidly perused. The perusal will no doubt be guided and made efficient by the class number of the book. While perusing, the reference librarian should be having a split mind as it were. While one part of it is glancing through the pages, the other part should be sweeping the world of readers and locating the readers with whom it should be brought into contact. It is not only the subject-matter but also its standard of exposition, the style of the language and the extent of illustrations and other auxiliaries which would determine the possible readers. It is not the mere title that can determine it. This purposive perusal should be made not only of new books but of new editions of books, new issues of annuals and all the current issues of periodicals arriving in the library from time to time. For example, the 1947 volume of the *Proceedings* of the Aristotlean Society arrived in the library. A glance through the pages revealed an article on Existence Philosophy. This set up associative memory into action. It was recalled that Mr. G. had asked for information on this subject some weeks earlier. A note was sent inviting him to the library. But before it could reach him, he was met on the road and personally informed about the article. He walked along immediately to the library with joy and the *Proceedings* blessed the librarian for his so promptly securing a reader for it.

## 212 OLD BOOKS

Old books, too, will have to be re-perused from time to time. Old books, which do not leave the shelves, should be perused to find out what information or what features contained in them could be brought by special effort to the notice of probable readers. Old books may also have to be perused so as to bring them in relation to the new books added from time to time. In this way some books, which could not find a reader till then, can be impregnated with new values by being put in relation to some new arrivals. The *Proceedings* of the Aristotlean Society referred to in section 211 gave a number of references.

Some of these were located in the library. These, in their turn, led to parts of other books. All these had been lying on the shelves untouched by human hand for many months; they were naturally glum and depressed and had covered themselves with dust. When they were pulled out, cleaned, and put into the hands of Mr. G., they burst into joy and thanked the *Proceedings* as their redeemer and the librarian too received his own share of thanks. It must be emphasised that when such a new relation is being established by one part of the mind, the other part should be on the look out for probable readers.

#### 213 READERS

The preparation of the reference librarian concerns the world of readers as much as the world of books. Potentially the world of readers is co-extensive with the entire community for whom the library is intended. Actually, however, the artificiality of the books, their incapacity to appeal to any of the primary senses and their inability to reach the intellect directly and unmediated by sensuous pleasure, encourage very few members of the community to go to the library of their own accord and use the books. The majority of the people have to be prepared by special devices, coaxed personally, and enticed, as it were, into the library. The special method of preparation may include mass-appeal as well as individual canvassing. Notice in the newspapers, special articles directly or indirectly bearing on books, distribution of folders and handbills, addressing at public meetings, conducting library talks by distinguished persons capable of attracting crowds, publication of library bulletins and every other form of impersonal publicity would constitute mass appeal. Street surveys, visits to institutions, visits to houses, running library booths in all fairs, exhibitions and festivals and utilising every similar occasion for reaching at potential readers would constitute individual canvassing.

#### 22 Service

To bring people into the library in large numbers

by every legitimate form of publicity is only preparation for reference service, as already stated. To retain a visitor permanently as a frequent reader, the visitor must be received personally with cordiality. Without any loss of time his needs must be elicited from him. Few readers, even among the most learned ones, can state their book-needs exactly. It is seldom that the specific subject is mentioned with a distinct enunciation of all its phases and an unequivocal indication of its foci in all their facets. An old man about to retire from the Indian Civil Service asked for information on iron-works. The *Memoirs* of the Archaeological Survey of India describing ancient iron-works and books on modern steel and iron technology had to be gone into with him to know that he was interested neither in ancient iron-works nor in the modern technique of iron-work. A further conversation and a display before him of the advertisement pages of architectural periodicals brought light on his face; he picked out a particular picture showing a good design of iron-railing; and he stated that what he had really wanted was a good picture of iron-railing to help his wife to instruct the contractor to put up an iron-railing in their new house. It is only a sympathetic, patient and clever questioning, clothed as conversation, which can clinch the specific subject sought by a reader. Even then it may happen that a prolonged pursuit, by the method of trial and error, is necessary and that the specific subject can be reached only when the right book itself is reached. All this may look fearful; but sincerity to help readers, determination to succeed, and perseverance uncontaminated by indolence or impatience, will provide the reference librarian with the necessary acumen to know what exactly a reader wants and what exact book will satisfy his want.

### 221 Leading to Self-Service

In most cases reference service would really be leading a person to self-service. In school and college libraries it would be so without exception. Even when the reference librarian has to move with the

reader and be by his side more than three fourths of his way to his specific subject and his book, he must know to withdraw himself at the proper time so that the reader has the joy of self-service. The joy of the reference librarian should be derived not from the consciousness that he himself had practically done everything, but from the sight of the dawn of joy on the face of the reader who has been helped to help himself.

#### 222 REACH-ME-DOWN SERVICE

In a few cases the reference librarian will be obliged to find out the information all by himself and pass it on to the readers without much participation of the latter. This should not happen in a school or college library. This will often happen in a public library. This will be the normal form of reference service in a business library.

#### 223 READY REFERENCE SERVICE

Reference service may in some cases need only the use of specially prepared reference-books or books on current information like directories, almanacs, yearbooks, who's who, atlas statistical books, encyclopedias, dictionaries and bibliographies. Finding information from such ready reference books or helping readers to find it is called ready reference service. India is now very poor in such books. It is only during the last 200 years that modern ready reference books were invented. But, alas, our country has been asleep during this period. But now that she is waking up, her children, too, wake up with a thirst for information. The ready reference librarians feel like distributors of drinking water in a land of draught. They should not fall into a mood of despair. They should make valiant attempts to build up their own reference cabinet at the stage of assimilation described in section 23. They should accumulate all their experiences of disappointment and bring them to the notice of the public and the pub-

lishers, so that the famine of ready reference books may soon disappear from our Motherland.

#### 224 LONG-RANGE REFERENCE SERVICE

By long-range reference service is meant reference service which involves tracing information through a long chain of books, periodicals and other published materials, locating sources of information by prolonged browsing through varied materials and perhaps even drawing help from other libraries within the locality or within the country and if needs be even from those in other lands, and even from living persons when books fail us.

#### 23 Assimilation

Whatever be the mode of service, the source of information and the route of reaching it, everything should be recorded in a standard 5"x3" slip. In the reference slips, the leading line should give the name of the specific subject in the form of class number. The second line should give it in the language of the library. Then should come the answer or information furnished or located. The last line should give the call number, the heading, the title and the exact page to the source of answer or information. There should also be given added-entry slips leading to the class number whatever be the word with which one begins to pursue the specific subject. All these slips should be filed properly from week to week in the reference-cabinet for future use. Moreover, a reference librarian, who enjoys his work, revels in it and identifies himself with it, will be thrown into a mood of extensive assimilation, enrichment of experience and re-orientation of his stock of information after every piece of good and challenging reference-work done. The longer the experience the more profound will become the assimilation. The greater the variety of readers served, the greater will be the range of assimilation. Indeed the knowledge of a reference librarian grows from moment to moment and draws its sap not only from books but also from the

brains of the readers served. A reference librarian's job not only enriches his experience but also endears him to one and all. There can be no vocation more happy than that of a reference librarian. If one is a do-all-librarian, there is no happier part of his work than that of reference service.

#### 24 Present day India

In India to-day, the absence of reference-books will make most of our reference-work belong to the long-range variety. But as and when a particular investigation is successfully completed, it must be recorded in reference-slips. As the reference-cabinet formed of them grows, much of reference-work will change over into ready-reference variety. This happens even in developed countries. Its happening will be more frequent in undeveloped countries.

## CHAPTER 3

### Circulation Work

Assuming that the reader has been helped by proper reference service to pick out the book he wants, let us next examine the routine involved in allowing him to take it home for reading. The latest, simplest and cheapest method of issue work is the 'Ticket Method'. This method mechanises a good deal of the routine involved in loan-work or Circulation Work as it is called.

It saves the time of the reader and the staff. It also eliminates possibility for the violation of some of the rules and makes the detection of violation of some others automatic. Before going into the details of this method of issue it will be an advantage to give a set of model rules governing circulation work as well as other matters connected with the use of a public library.

#### 31 Model Library Rules

##### 1 HOURS OF OPENING

11 The hours, when the... library will be open to the public, shall be fixed by the Library Committee, from time to time.

12 The Library Committee has decided as follows for the time being.

The library shall be open to the public on all days from (7 a.m. to 9 p.m.)

N.B.—The loan counter shall be closed half an hour before the closing of the library.

##### 2 ADMISSION TO THE LIBRARY

21 No person, who is not of sound mind, nor cleanly in person, nor properly dressed, shall be admitted into the library.

Note:—The decision of the librarian, or of his deputy during his absence, in regard to these matters shall be final.





[The rules may provide for admission by special permit in the case of specified classes of persons, such as non-tax payers, strangers, etc.]

22 Persons desirous of using the library shall enter their names and addresses legibly in the gate register, which is kept for the purpose. Such entry shall be taken as an acknowledgment that the person agrees to conform to the rules of the library.

221 Sticks, umbrellas, boxes and other receptacles and such other articles as are prohibited by the counter clerk shall be left at the entrance.

222 Dogs and other animals shall not be admitted.

241 Silence shall be strictly observed in the library.

242 Spitting and smoking are strictly prohibited.

243 Sleeping is strictly prohibited.

251 No person shall write upon, damage, or make any mark upon any book, manuscript or map belonging to the library.

252 No tracing or mechanical reproduction shall be made without express permission from the librarian.

253 Readers shall be responsible for any damage or injury done to the books or other property belonging to the library, and shall be required to replace such books or other property damaged or injured or to pay the value thereof. If one book of a set is injured, the whole set shall be replaced.

254 Before leaving the library the readers shall return to the counter clerk any books, manuscripts or maps, which they had taken for consultation.

26 Cases of incivility, or other failure in the service, should be reported immediately to the librarian, or his deputy during his absence.

## 3 LOAN PRIVILEGE

## 31 Membership

31 Any of the following is entitled to take out books on loan on enrolment as a member of the library:--

- 1 Any tax-payer residing or having his place of business within the area of the library.
- 2 Any person living within the area of the library and guaranteed by any tax-payer resident within the area of the library.
- 3 Any person employed in an institution within the area of the library and guaranteed by the Head of the institution.

311 To get enrolled as a member, a person shall fill up and sign a Form of Enrolment, which can be had free of cost at the library counter [and make a cash deposit of Rs. ....]

*Note:—We do not recommend the portion of the above rule which is shown within square brackets.*

## 32 Reader's Tickets

32 Each member shall be given as many reader's tickets as the number of volumes, he is entitled to have with him on loan at one time.

\* 321 The tickets of a reader will be valid for twelve months, and can be renewed by filling up a fresh Form of Enrolment and returning to the librarian all the expired tickets along with it.

322 A book will be lent to a member only in exchange for one of his tickets, which will be handed back to the member when he returns the book, unless it is returned after due date in which case the ticket will be handed back only after overdue charge is paid.

[33. A week's notice shall be given before a deposit is withdrawn. No deposit shall be repaid until all the books outstanding against the member and all his member's tickets have been duly returned and all the dues from him are paid.]

*Note:—This rule will be deleted if the portion of Rule 311 shown in square brackets is deleted.*

## 34 Loss of Tickets

34 A member who has lost a ticket shall make a written report of the same to the librarian.

341 Three months' time shall elapse after the date of such notice, before a duplicate can be issued. During this period, the member shall attempt to trace and recover the ticket if possible and send a second report at the end of the period, stating the result of his endeavours.

342 If the ticket has not been traced, the member shall give an indemnity bond in the prescribed form and pay a fee of annas... for each duplicate ticket required.

343 After the receipt of the indemnity bond and the fee, the duplicate ticket will be issued.

[35 If a member, who has lost one or more of his tickets, applies for withdrawal of deposit amount, no action will be taken on such application till the expiry of six months after the report of loss of ticket. If the ticket is not recovered by the member before the end of that period, he shall give an indemnity bond in the prescribed form in respect of the lost tickets. After the receipt of the indemnity bond, the application for withdrawal will be dealt with in the usual way.]

*Note:—This rule will be deleted if the portion of Rule 311 shown in square brackets is deleted.*

## 4 CONDITIONS OF LOAN

41 Each member may have out on loan not more than ...separate volumes at one time and must make his own arrangements for the conveyance of books to and from the library or any of its delivery stations, except that in the case of invalid or lady members books may be delivered once a week at their residence on payment of an advance quarterly subscription of...

42 Before leaving the counter, the member shall satisfy himself as to whether the book lent to him is in

sound condition and, if not, he shall immediately bring the matter to the notice of the librarian or his deputy in his absence; otherwise he is liable to be held responsible for the replacement of the book by a sound copy.

421 If one book of a set is injured or lost the member concerned shall be liable to replace the whole set.

422 The value shall be immediately paid to the library for return after the book or the set is actually replaced.

43 Periodical publications, directories, works which might be difficult to replace and such other works as may be declared reference books by the librarian shall not be lent out.

44 Members are not allowed to sub-lend the books of the library.

45 All books on loan shall be returned at the expiration of a fortnight from the date of issue.

451 Books which are temporarily in special demand may be lent for such shorter period as may be necessary or may be temporarily declared reference books under Rule 43.

452 Loans may at any time be terminated by order of the librarian.

46 If a book is not returned to the library when due, an overdue charge of one anna per volume per day shall be levied.

47 Loan may be renewed for a further period of one fortnight provided:—

(i) The renewal application reaches the librarian not less than three and not more than five clear days before the date on which the book is due;

(ii) No other reader has applied for the book in the meantime; and

(iii) Not more than three consecutive renewals shall be allowed for the same book without its production in the library for inspection.

In case condition (ii) is not satisfied, the librarian shall

cause a letter to that effect to be posted to the member concerned and the book shall be returnable on the due date.

48 A member against whom any overdue or other charge is outstanding shall not be allowed to borrow books [or withdraw his deposit] until he had paid the amount due.

### 5 GENERAL

51 The librarian may refuse, under special circumstances, admission into the library to any person or the use of any book without assigning any reason therefor.

52 The Library Committee may refuse, under special circumstances, any application for the privilege of loan of books without assigning any reason therefor.

53 The Library Committee may grant special loans on such conditions as it may prescribe.

54 Any infringement of the rules will render the privilege of admission to and of borrowing books from the library liable to forfeiture.

### 32 Parts of the Issue Apparatus

The parts of the issue apparatus fall into the following groups:—

1. Materials to be carried by the book;
2. Materials to be carried by the reader; and
3. Other materials needed at the counter.

#### 321 MATERIALS CARRIED BY THE BOOK

The parts of the issue apparatus normally to be found in the book are the following:—

- 1 Date Label; and
- 2 Book Ticket.

## 3211 Date-Label

The code number for *Date-Label* is **O61**. It is of octavo size. It should be pasted in the book so as to be its first leaf. It should consist of a sheet of 16 pound white printing paper  $7\frac{1}{2}'' \times 4\frac{1}{2}''$ .  $1\frac{1}{2}''$  of its bottom should be turned over. This turned portion should be pasted along the edges so as to form a pocket whose mouth is  $2\frac{1}{2}''$  wide. This is to hold the book-ticket when the book is inside the library. A picture of it is shown in the next page. The turned flap should be printed and the rest of the label should be ruled as shown in the picture.

## 3212 Book-Ticket

The code number for *Book-Ticket* is **A62**. It is of abnormally small size. It should be made of Manila paper in the form of a pocket. This is to hold the Reader's Ticket when the book has gone out of the library. The back-fold should be  $3'' \times 1\frac{1}{2}''$ . The front-fold should be  $1\frac{1}{2}'' \times 1\frac{1}{2}''$ . The open portion of the inside of the back-fold should have the class number of the book in the first line, its book number in the second line and its accession number in the third line. The front-fold should have the name of the author or its substitute used as the heading of the book, in the first and second lines and its short title in the third line. The picture in the next page shows the portion of the Book-Ticket which is projecting outside the pocket in the Date Label.

## 3213 Book-Pocket

Till now the usual practice has been to have a separate Book-Pocket to hold the Book-Ticket made of Manilla paper of suitable dimensions to contain the Book-Ticket. The practice has been to paste it inside the front cover of the book at a distance of 1" from the bottom-end and centered between the two side-edges. The alternative suggested in Section 3211 is cheaper and neater.

3213

## CIRCULATION WORK

## Date Label

7 SEP 1951

23 SEP 1951

9 OCT 1951

13 OCT 1951

27 OCT 1951

22  
J1  
136,241

CJ No. 22 J1

DELHI PUBLIC LIBRARY

Ac. No. 136, 241

Date of release for loan

22 Aug. 1951

This book should  
be returned on or before  
the date last stamped  
above. An overdue  
book is kept beyond

be returned on or before  
charge of one anna will be  
that date.

the date last stamped  
levied for each day the

4264

## 322 MATERIALS CARRIED BY THE READER

Each member should be given as many Reader's Tickets as the rules of the library allow. The code number for the *Reader's-Ticket* is **A61**. It is of abnormally small size. It should be made of thick bristol board or its equivalent, say about  $1\frac{1}{2}$  "thick. The Readers-Ticket should be capable of being inserted into a book-ticket with ease. It should be  $2'' \times 1\frac{1}{2}''$ . One side should have the crest of the library printed in the centre. The words 'Not transferable' should be printed above the crest and the name of the library below the crest. The other side should be left blank. The number of the ticket will be written in the first line, the surname of the member in the the second line and the forenames within brackets in the third line. The address of the member should be written after these. The accompanying picture shows the two sides of Reader's Ticket and a Book-Ticket with the Reader's Ticket inserted in it.

It may be explicitly stated here that assuming for definiteness that a member is given three Reader's Tickets at any time the number of library-books in his possession *plus* the number of free tickets he has, should be equal to three. If he has three books, he will have no free tickets. If he has two books, he will have one free ticket. If he has one book, he will have two tickets. If he has no book, he will have all the three tickets with him.

The following is a model colour scheme for tickets:—

Children's Tickets	Red
Fiction Tickets	Yellow
Ordinary Tickets	Green

Usually even an ordinary book can be taken on an yellow ticket. But no fiction can be taken on a green ticket. If there are other privileges like loan of periodicals other suitable colours may be used to indicate such privileges.

CIRCULATION WORK

322

22  
J1  
136, 241

RANGANATHAN  
(S. R.) and  
SIVARAMAN  
(K. M.)  
Library manual

Book Ticket

Not transferable



DELHI  
PUBLIC LIBRARY

Reader's Ticket (Back)

22  
J1  
136, 241

206D58'12'3  
YOGESHWAR  
(T.R.)

RANGANATHAN  
(S. R.) and  
SIVARAMAN  
(K. M.)  
Library manual

Coupled Ticket-Pair

206D58'12'3  
YOGESHWAR  
(T. R.)  
C 6 MAURICE NAGAR  
DELHI, S.

S.R.R.  
6 JUNE, 1951

Reader's Ticket (Front)

Interpretation of ticket-number :—206=Expires in June 1952.  
D58=Member's interest is Aeronautics. 12=Twelfth member  
admitted in June 1951. 3=Third ticket of the member.

## 323 MATERIALS NEEDED AT THE COUNTER

The counter should be provided with the following materials:

- 1 Trays to file Reader's Tickets;
- 2 A Rubber Dater and Inking Pad;
- 3 About 100 Twin-Tokens of the size and shape of Book Tickets and Reader's Tickets made of Manilla paper and numbered 1 to 100; and
- 4 Tokens for the custody of private property like umbrellas, sticks, boxes and so on

## 3231 Ticket-Trays

About a dozen primary or charging trays are necessary. Their inner dimensions should be 12" x 2 x 1 $\frac{1}{2}$ ". Three or more secondary or sorting trays are necessary. These should be triple trays. The inner dimensions of each member of the triple tray should be 18" x 2" x 1 $\frac{1}{2}$ ". There should be three (or as many as may be necessary, depending on the number of members) Tertiary or Filing or Charges Trays. Each of them should be a 9-ple Tray. The inner dimensions of each member of the 9-ple Tray should be 24" x 2" x 1 $\frac{1}{2}$ ". Each of the trays as a whole may be of the inclined sort—the nearer edge resting on a reeper 1 $\frac{1}{2}$ " high.

## 324 COUNTER

The counter should be so improvised that there is an island enclosure for the staff. The space round it should be in the form of narrow gangways of not more than 2 or 3 feet of width, so that queue-formation of readers is automatic. The entrance and exit gates should be only 1 $\frac{1}{2}$  feet in width, they should be at the very inner end of the island-enclosure. They should be provided with some wicket-gate controlled by the staff within the island-enclosure.

## 325 CONSCIENCE Box

Near the entrance wicket-gate, there should be a conscience-box—a locked box with a small slit in its lid

as we have in temples to collect offerings—into which the members who have delayed the return of books beyond the due date may drop their overdue charges. After practising the Victorian method of formally collecting the overdue charges with formal receipts and maintenance of separate accounts, libraries have learnt that (1) the game is not worth the candle and (2) a splendid opportunity for the development of civic conscience is thereby being lost. The conscience-box method is now adopted even for the collection of bus-fares in America. Our libraries should straightway begin with trust in this manner. Trust will beget trust.

### 33 Charging and Discharging

#### 331 CHARGING WORK

Members should be trained to present the books to be charged—*i.e.* taken home on loan in a helpful way. They should present them with the front cover thrown open and one of their reader's ticket placed on it, so that the man at the counter can easily read the date-label. Of course, they should also be trained to respect the rule of queue. If the book is in a damaged condition, set it aside for binding and tell the reader that it can be taken after repair.

#### 3311 Charging and Vigilance

For each book, rapidly tally the call number and the accession number on the book-card with those on the date label. If they are alright, insert the reader's tickets, into the book-ticket taking care to see if the class number of the book has reasonable correlation with the member number of the reader. If it is satisfactory stamp the due-date in the earliest vacant compartment of the date-label. While doing so release the wicket gate. Allow the reader to pass out. Hand over the book to him and insert the coupled ticket-pair in the charging tray. Any discrepancy in the call numbers and member numbers should be disposed off quickly. If it is too complicated, pass it on to others, as the stream of members

crossing the wicket-gate should not be held up and stagnated by tumbling over one case. Without offence but with extreme vigilance, watch every person crossing the wicket-gate, whether taking a loan or not, and make sure that he does not carry away with him, unauthorised, any book or reading material of the library either forgetfully or wilfully.

### 3312 Issue of Bespoken Books

When a reader calls for a bespoken book, take back his bespeaking card, satisfy yourself that he is the right person and issue it in the usual way. If there is a red slip with a name other than his in the book ticket, see that it is retained while charging.

### 3313 Sorting

As pick-up work whenever you are free from readers arrange, in their classified order, the coupled ticket-pair collected in the charging tray, mark the loan-counting sheet for them by putting against the appropriate subject a vertical stroke except that the fifth stroke should be a horizontal one across the preceding four. This facilitates counting in blocks of five. As the statistics are being marked for each book, transfer the coupled ticket-pair to the sorting tray and file it by its class number.

### 3314 Unusual Period of Loan

Care must, however, be taken in the case of a book loaned for an unusual period. The coupled ticket-pair must be filed, immediately after charging, behind the proper date-guide in the charged-tray at the entrance counter, after making the statistics.

### 3315 Daily Statistics

At the end of the day, total up the statistics, tally the total number of issues with the number of coupled ticket-pairs standing in the sorting tray, investigate and set right discrepancies if any, and transfer the coupled

ticket-pairs to behind the correct due-date in the charged tray.

### 3316 Closing Routine

Before closing down, change the date to the due date corresponding to the next working day, put up a new counting-sheet for the next day, and see that the charging counter is cleared of all accumulated materials and kept in a clean condition to start work on the next day.

### 3317 Cumulation of Statistics

Add up the statistics and post the figures in the Daily Statistics Register. At the end of each week, month and year, strike the cumulative total.

## 332 DISCHARGING WORK

Discharging work consists of (1) Renewal of loan; (2) Charge of private property of readers; (3) Discharging of loan; (4) Recovering overdue books; and (5) Other routine. The man in the discharge counter is the first person whom the reader meets in the library. He should therefore give him a genial welcome, answer his queries and makes him feel like walking into the library and accepting its service. At every hour, the hour should be entered at the end of the last filled-up line in the gate-register.

### 3321 Opening Routine

As the first thing in the morning, pick out, from the coupled-ticket-pair standing behind the date-guide of the day, those that have white slips in them. Hand them over to the charging assistant so that he may renew the loans.

### 3322 Reception

When a reader approaches the entrance wicket-gate, receive him in a genial way. This does not mean getting into conversation with him. Take charge of all his pri-

vate property including books, sticks, umbrellas, bags, boxes and receptacles of all sorts give him a token in exchange, place its twin on his property and see that he writes in the gate-register correctly and fully.

### 3323 Discharging

If the reader has a library book to return, he should be trained to present the book in a helpful way. He should present it with the front cover thrown open so that the man at the counter can easily read the date-label. He should also be trained to respect the rule of the queue. From the last due date stamped on the date-label and the call number of the book written on it, locate its coupled ticket-pair, lift it up, insert the book-ticket into the pocket in the date-label, provided the accession number in the book-ticket is the same as that on the date-label of the book. If it is not you have picked out a wrong coupled ticket-pair, you must restore it to its place and begin again. If it is alright, pull out the reader's ticket from the coupled-ticket-pair and hand it over to the member or his agent asking him to verify whether the ticket is the right one. Release the wicket-gate and admit the person inside the library. Insert the book-ticket into the pocket at the bottom of the date-label of the book.

### 33231 Returned Volumes

If the book-ticket does not contain a red slip, place the book on the returned-books-shelf. If it contains a red slip, it is a bespoken book. Deal with it as provided in Section 353 and its sub-divisions. As and when the returned-books-shelf gets filled up, the books in it should be transferred to the returned-books-bays in the stack room.

If the date-space in the date-label of the returned book has been filled up, paste down a new date-label and enter the call number and accession number of the book at the proper places in it. If the book is in a damaged condition, keep it aside in the damaged-book-

shelf. If it had been bespoken, write to the member concerned that it had been set aside for repair.

### 3324 Overdue Book

If a book returned is overdue, its coupled ticket-pair will be behind an overdue-guide marked in annas. Before handing over the ticket to the reader, suggest to him gently to drop the coins into the conscience-box, if he does not do so himself. The old method had been to collect the overdue charges from him and give him along with the ticket a defaced overdue-stamp of the correct value. And even older still was the practice to prepare a receipt in the miscellaneous receipt book, give the original to the reader and retain the duplicate as office copy. If the reader has not brought cash, write the amount due from him on a slip of paper initial and date it, attach it to his ticket by a jem-clip and file the ticket in the kept-tickets-tray alphabetically by the name of the reader. Ask the reader to recover his ticket when he pays his overdue charges.

### 3325 Rush Hour

In rush hours, the process of locating the coupled ticket-pair may hold up readers at the entrance-gate resulting in a long queue and the break-down of their patience and temper. A similar undesirable situation may also be created if any casual mistake had occurred in the arrangement of the coupled ticket-pairs in the charged tray and you have to fumble about for the correct ticket. This fumbling in the presence of readers will induce confusion and a sense of inferiority complex which will worsen our capacity for work. All this is undesirable. It is to obviate all these undesirable contingencies that you are provided with a supply of numbered twin-tokens. The moment you feel that stagnation begins, insert the pocket-member of one of the numbered twin-tokens into the book-pocket at the bottom of the date-label of the book returned and hand over its plain-member to the reader in exchange for the book, and request him to take his ticket when he leaves.

the library, or if, he wants to go back immediately, the next time he calls at the library. Don't put such a book on the shelf reserved for books returned. Put all such books on the shelf for Held-up books. When you get respite from the marching-in of readers, take up each of the books in the held-up-book-shelf, locate its coupled ticket-pair with composure and when it is found, insert the proper book-ticket in the book-pocket, having taken out of it the pocket-member of the twin-token. Insert the reader's ticket into that pocket-member. Place the book on the returned-books-shelf or bespoken-books-shelf or damaged books shelf as the case may be. File the coupled ticket-token in the held-up-tickets-tray in the order of the numbers on the token. When the reader calls for his ticket, collect from him the plain-members of the twin-token given to him in exchange for his book, pick out from the held-up-tickets-tray the corresponding coupled ticket-token and hand over the ticket to the reader. Couple the numbered tokens and file the coupled token-pair in the proper place in its tray.

#### 3326 Trimming the Charged Tray

From time to time close up the coupled ticket-pairs in the charged-tray so that they all stand erect and fill up each tray tightly. In so doing do not move more than five coupled ticket-pairs at a time, as otherwise they may slip out and cause disorder, delay and confusion.

#### 3327 Renewal

If a member or his representative asks for renewal of a loan and if it is due on that very day, locate the coupled ticket-pair. If it has no red-slip indicating having been bespoken, pass it on to the charging counter for charging. If it has a red slip, inform the person that the renewal is not possible.

#### 33271 *Deferred Renewal*

If the book is due on a later day, insert a white slip into the coupled ticket-pair. This will remind you to

renew it on its due date. If the book is already overdue, suggest that it is so and that the overdue charges should be dropped into the conscience box. If the coupled ticket-pair has a red slip, inform the member orally or by letter (if he had written for renewal) that the renewal is not possible.

### 3328 Closing Routine

#### 33281 *Insertion*

As the last item in the day's work, insert, at the very end of the charged-tickets, the date guide of the day on which the books charged in the course of that day will fall due. Get the sorting tray from the man at the charging counter and transfer all the tickets to behind that guide.

#### 33282 *Change of Overdue Guides*

Beginning with the highest denomination, replace each overdue guide by the one showing the next higher denomination of money, if the next day is a working day. If it happens to be a holiday, the replacing overdue guides should be the appropriate ones.

#### 33283 *Count of Overdue*

Enter in the overdue-tickets-register the number of coupled ticket-pairs standing behind each overdue guide.

#### 33284 *Overdue Notification*

Write out an overdue notice card for each of the coupled ticket-pairs standing behind the overdue guides of two annas and nine annas and despatch them.

Send registered notices for each of the coupled-ticket-pairs standing behind overdue guides of one rupee. In the case of those which lie behind overdue guides of one rupee and seven annas make a personal call on the members and take every other necessary step such as taking the help of the guarantors or others to recover the books.

33285 *Putting up Gate-Register*

Put up the gate-register sheet for the next day.

33286 *Damaged Books*

Transfer the books in the damaged-book-shell to the binding section.

## 333 BESPEAKING WORK

Whenever a person desires to bespeak a book, give him a bespeaking card. Ask him to enter the call number, author and title of the book and his own address in the proper places and to affix the proper postage stamp in the proper place. In token of your having satisfied yourself that the person has filled up the necessary particulars correctly and affixed the stamp initial the card at the left hand bottom corner and stamp the date of the day just near it. Then place the card in the temporary bespeaking box. If there is already a card with the same call number put the figure 2 or 3, etc., as the case may be, after the date stamp.

## 3331 Locating

As pick-up work take each of the cards out of the bespeaking box. Locate in the charged tray the coupled-ticket-pair which has the call number mentioned in the bespeaking card. Prepare a red slip with the name of the bespeaking member and the date of bespeaking adding the serial number thereafter if there is one. Insert this red slip inside the book-ticket. If the book-ticket is not found in the charged tray but the book is in the bespoken sequence, insert the red slip into its book-ticket. If the book is not traceable at all, search for it, and do the needful. Enter near the right hand bottom corner of the bespeaking card the date on which the book is due back in the library. Insert the bespeaking cards in the bespeaking cards box. All the cards in it should stand in the order of the class numbers of the books bespoken. If there be two or more bespeaking cards for one and the same book, arrange them among

themselves in the order of the dates on which the bespoken cards were received. If there be two or more bespeaking cards for one and the same book and with one and the same date stamp, arrange them among themselves in the order of the digit entered after the date stamp putting in the serial numbers after the due date in each of the cards.

### 3332 Bespoken Books Shelf

The bespoken books returned to the library are to be now arranged in the Bespoken Books Shelf near the entrance-gate in five sequences, viz.,

0. Zeroth sequence consisting of the books whose bespeaking cards have not yet been forwarded;
1. First sequence consisting of the books whose bespeaking cards were forwarded on the day;
2. Second sequence consisting of the books whose bespeaking cards were forwarded one day earlier;
3. Third sequence consisting of the books whose bespeaking cards were forwarded two days earlier; and
4. Fourth sequence consisting of books whose bespeaking cards were forwarded three days earlier.

The books in each of the sequences are to be kept in the order of their call numbers. The sequences are to be separated by guides. A guide is just a strip of cardboard 6 inches by 2 inches, with the sequence number written prominently at both ends.

### 3333 Notification

Towards the end of the day but in good time to catch the last mail of the day, for each of the volumes in the zero sequence pick out the related bespeaking card from the bespeaking cards box. If there be two or more bespeaking cards of the same volume pick out the one which is the senior-most as determined by the serial number after the due date entered at the left hand bottom corner. Tally the volume with the entry in the bespeaking card and sign and despatch the bespeaking card to the member concerned.

## 3334 Changing Sequence Cards

As soon as all the bespeaking cards are despatched, release all the books behind the sequence guide numbered 4. Examine if they have been bespoken by others, and if so, transfer them to the zeroth sequence to be newly formed thereafter. If not, place them in the temporary replacing table. Then, shift the sequence guides in the appropriate manner, i.e., shift guide '4' to the place of guide '3'; guide '3' to the place of guide '2'; guide '2' to the place of guide '1'; guide '1' to the place of guide '0' and place guide '0' so as to cover the books, whose bespeaking cards are to be forwarded on the next day.

## 334 CHARGING TO BRANCHES

In the case of a City or Rural Central Library which periodically sends out books to Branch Libraries, prepare two book-tickets, instead of one, for each book. When a book is sent to a branch library, transfer one of the book-tickets to the charged tray allotted to that branch. The book-tickets in this tray should be arranged by call numbers. The book itself is sent to the branch with the second book-ticket inserted in the book-pocket at the end of the date-label. This book-ticket will be used by the branch for its own charging and discharging work.

It may be desirable to have a transmission register in which the number of books transferred to a branch is entered. The columns may be: (1) Date of transmission; (2) Number of books transmitted; (3) Signature of the person transmitting; (4) Signature of the carrier; (5) Signature of the person at the Branch Library receiving the volumes; (6) The Number of volumes received by him; and (7) the Date of Receipt.

A similar transmission register should also be maintained by each Branch Library for returning the books back to the Central Library.

### 335 CHARGING TO DELIVERY STATIONS

If a library has a Librachine (=Travelling Library) which calls at Delivery Stations regularly, the Librachine should be treated as a branch library, so far as work at the Central Library goes. In the Librachine itself, it may be helpful to have the coupled-ticket-pair arranged in the charging tray first by the names of Delivery Stations. Those belonging to anyone Delivery Stations may be further grouped behind the due dates. Those behind the due date should, as usual, be arranged by call numbers.

Transmission registers on the lines of those for a Branch Library should be maintained for each Librachine.

### 34 Lost or Damaged Books

Occasionally it happens that a reader loses a volume of the library or damages it. It is obvious that in the former case he should be asked to supply the library with a fresh copy and that in the latter case, the treatment to be given will depend upon the extent of damage. The volume may either be repaired locally or if the damage is too serious the reader may be asked to furnish the library with a fresh copy.

### 341 SPECIAL DEPOSIT

If the decision is to get a fresh copy from the user, find out the published price of the book from the accession section or from trade lists, as the case may be. If the book is a rare one, it may be necessary to estimate the current price of the book from second-hand catalogues. If the decision is to have the book repaired locally, get from the binding section the estimated cost of the repair. In any case, make a liberal estimate so as to avoid the contingency of recovering excess amount from the user at a later stage. It is always easier to refund the balance rather than recover the excess.

As soon as the estimated cost is obtained, inform the user concerned in person, if he is present in the

library, or by letter about the amount and ask him to pay the amount as a special deposit immediately.

As soon as the user brings the special deposit, receive the amount and prepare and give him a receipt for the amount. The amount is to be transmitted to the finance section at the end of the day along with the miscellaneous collections.

As soon as the receiving special deposit is over, pick out the related coupled ticket-pair. Place the book-ticket in the lost-volumes-sequence and return the reader's ticket to the member. If it is a case of damaged volume, it may happen that the user is not a member. In that case, simply transfer the book card to the lost-volumes-sequence.

#### 342 OVERDUE LEVY

There is the question, how long overdue charges should be allowed to accrue in the case of lost or damaged volumes:

1. Fine may be made to accrue till the fresh copy arrives;
2. The levy of the fine may be stopped with effect from the date on which special deposit is paid by the user; and
3. The levy of fine may be stopped with effect from the date on which the notice of loss is given.

The adoption of the first alternative is rather too hard in Indian libraries as it often happens that a fresh copy of the book has to be procured from foreign countries. It takes not less than six weeks for the fresh copy to arrive. It is doubtful whether it is desirable to continue to levy fine for such a long time.

A more humane alternative seems to be the adoption of the second one. But there is a curious abuse of this alternative by certain unscrupulous members. In this alternative, it is open to a member who wants to retain a book for a long time after the due date, to re-

port loss of the book, pay the special deposit and produce the old copy after he no longer requires it, with the story that he has recovered it somehow. Some members succumb to the temptation to do this, especially in the case of books of topical importance and particular text-books which are of great importance in connection with examinations. I wonder whether this abuse may not be guarded against by providing that in case user returns the old library copy he should pay the fine till the date of return. Of course in this case we have no means of distinguishing genuine loss and recovery from pretended loss and recovery.

The third alternative is not desirable. Because special deposits are not easily forthcoming unless the fine is made to accrue until the date of payment of special deposit the library has to wait indefinitely long to get the special deposit.

#### 342 REPLACEMENT

In the case of a lost book, either ask the reader to purchase a fresh copy or take his written consent for the library to purchase it on his behalf. As soon as the fresh copy arrives, pick out its book-ticker from the lost-book-sequence, attach the date label, enter the accession number in usual places, and insert the book-ticket into the pocket at the bottom of the date-label. Advise the reader that the book had been replaced and settle his special deposit account. The damaged copy may then be returned to the member concerned with the following endorsement written on its title page:

"This copy has been replaced by a fresh copy by Mr. .... Hence, this copy is given away to Mr. .... This is no longer property of this library.

Librarian

(Name of the Library)"

If the book is not procurable even second-hand, write off the book from the stock of the library and appropriate the special deposit to the library fund.

**343 REPAIR**

In the case of a damaged book, as soon as the repair has been completed inform the person concerned about it and settle his special deposit account.

**35 Members**

The work of a library in regard to members will consist of: (1) Attracting members to library; (2) Admission of members; (3) Renewal of membership; (4) Lost ticket etc.

**351 EXTENSION SERVICE**

It is one of the basic duties of a public library to make every resident within its area a member of the library. For this purpose it adopts publicity methods such as those referred to in Chapter I. With the same end in view a public library organises also Extension Service of various kinds. It may arrange for public lectures by members of the library staff or scholars in the locality or distinguished visitors to the locality. In connection with a lecture special reading lists may be prepared and distributed to the audience. The books bearing on the lecture may also be exhibited at a vantage point through which the audience will have to pass. The public library may also prepare leading lists and discussion programmes in connection with the radio service in the country. It is also usual to allow the learned bodies in the locality and other citizen-organisations, which may need books to meet in the library premises. When they do meet special reading lists and exhibitions may be used as the means for making the people interested in the library service. Another form of extension service is to promote the formation of reading-circles and giving them special facilities to meet in the library premises and discuss reading courses and the findings of the members. A public library may also take part in local exhibitions of all kinds. It may also celebrate local, national and international festivals, using each occasion to harness the special curiosity and interest of the members so as to make them use the rele-

vant books in the library. In the present high level of illiteracy, public libraries in India should also organise reading of books to the illiterates. In short the public library should be an intellectual centre of the locality where social education of every sort is helped.

### 352 ADMISSION

When a person desires to become a member of the library give him two application cards. When he gives them back duly filled, examine carefully if all the items have been filled up, verify the accuracy of the statements and also the signatures contained in them whenever necessary. If there is any discrepancy, get it rectified by the applicant. As soon as you are satisfied that everything is in order, send him into the library to acquaint himself with the arrangement and to get initiated into the library set-up and apparatus. Another member of the staff—the reference staff—may be asked to help him in this.

Remember that in the case of a person who is not a tax-payer of the locality, he should be asked to obtain the guarantor's signature on one of the application cards.

### 3521 Tickets

When he is thus taken care of otherwise, prepare the necessary number of tickets of the proper colour in accordance with the rules. Each member should be given a Member-Number. Apart from the serial admission number which will be put in the application cards, the member-number also should be in it. It will be a great convenience if the member-number is so constructed that it is a short representation in ordinal numbers of the year and month in which his tickets will expire and should be returned for renewal and the main subject of interest of the reader, as determined by his vocation and other factors. The example given in Section 322 will make this clear. Please refer to the picture of Reader's Ticket (front) given in that section. The Member-Num-

ber shown in it is 206D58.12.3. Here

206 = Expires in June 1952

D58 = Aeronautical Engineering (Subject of interest or vocation)

12 = The member is the twelfth of his class

3 = Third ticket of the member

The life of a reader's ticket may be fixed as 1, 2 or 3 years according to local conditions. The tickets should be initialled and dated by the librarian. When the member comes back to the counter, hand over the tickets to him.

### 3522 Filing

Towards the close of the day, take the admission cards of all the members admitted in the course of the day and arrange one set alphabetically by the surnames of the members and the other set by the Member-Numbers. File the former in the alphabetical register of members. File the latter in the classified register of members.

### 353 RENEWAL OF MEMBERSHIP

The persons at the charging and discharging counters should detect the Reader's Tickets which are in or after the month of their expiry. The members concerned should be advised to present all their tickets at one time and get them renewed for a further period. As the tickets are renewed, their old application cards may be transferred to their respective new sequences with a note of their dates of transfer and with any alternations that may be necessary in them. It may be a good habit to make a list of the expired admission cards lying in the classified sequence find out the members concerned and get the tickets renewed.

### 354 LOST TICKETS

The experience with cases of lost tickets in the Madras University Library is of some interest. For some years, the following practice was adopted. Whenever a

member notified loss of tickets, he was asked to report at the end of three months the result of his endeavour to trace them out. If, at the end of that period, he was unable to trace them out duplicate tickets were given without any charge. It was found that this privilege was abused in several ways. After taking the duplicate tickets, the old tickets were also presented. The tickets reported to be lost were sometimes presented by the relatives of the members, the relatives stating that the member gave them the tickets for their use. Some members reported loss of tickets repeatedly almost every year. While the tickets of some members were locked up in the library against fine due from them, they used to come months later with the story that the tickets were lost. Due to one cause or other, notice of lost tickets came to be received almost every week.

Then, it was felt that something should be done to help the formation of a higher sense of responsibility in the matter of library tickets. The practice that is now followed is to charge a fee for the issue of duplicate tickets and to ask the members to execute an indemnity bond. It is now a year since this practice was introduced. Although it is not happy to have this procedure we have had from the experience, there are reasons to believe that this practice is having the desired result.

#### 3541 Observation Slip

When a member notifies loss of a ticket, send him a copy of the rules regarding loss of ticket and the procedure that should be adopted. Then prepare an Observation Slip. This should have the number of the ticket in the first line, the name of the member in the next line and the date of notice of the loss of ticket on the third line. The Observation Slips should be kept in the observation slip box in a classified order.

#### 3542 Detection Work

As a pick-up work the person at the discharge-counter should examine the charged tickets-tray to find

out if any of the lost tickets lies charged. The man at the charging counter also should have before him a list of the numbers of the lost tickets to facilitate detection in case any of them is presented. When any ticket is presented it must be filed in the kept-tickets-tray with the necessary note explaining the circumstances of detection and the owner should be notified about it. If any mal-practice is expected, it should be pursued in a proper way.

### 3543 Duplicate Ticket

At the expiry of three months or, whatever period is provided therefor in the rules, the member concerned may be asked to make a report about the results of his endeavour to trace the lost ticket. If it is still not found, he may be furnished with a draft form of indemnity and asked to produce the bond on the appropriate stamp paper. If the bond is in correct form he may be asked to pay the duplicate ticket fee prescribed by the rules and then a duplicate ticket may be given to him with the word 'duplicate' written across it.

## 36 Overdue and Other Collections

The counter is likely to collect money as overdue charges, special deposits and fees for duplicate tickets. Open the conscience-box before the accounts section closes and hand over to the Accountant the total sum received on all the three heads mentioned above. The date and the amount should be entered in the Transmission Register and the signature of the Accountant taken on it in token of his having received the amount.

### 361 OVERDUE STAMPS

In case the conscience box system is not introduced, but the overdue-stamp system is adopted, the counter should take a permanent advance of overdue stamp books worth Rs. 5/- or any other amount fixed according to local conditions from the Accountant. Every evening the maximum integral number of rupees contained in the overdue collections of the day should be given to the accountant and overdue stamp books of equal value should be taken.

## 362 RECEIPT BOOK

If the antiquated receipt book system is still insisted on, the entire collections of the day should be remitted to the accountant each day and the signature of the accountant should be received not only in the transmission register but also on the back of the counter-foil of the last receipt covered by the amount. The transmission register also may give the inclusive receipt numbers covering the amount remitted.

## 37 Forms and Registers

In what follows if the first letter of the code number is 'A' the form is of abnormally small size if the first letter of the code number is 'C' the form is of card size (5" x 3") ; if the first letter of the code number is 'Q' the form is of the quarto size and if the first letter of the code number is 'S' the form is of the folio size.

**A66. Overdue-label.** Overdue stamp should be designed in a form similar to a postage stamp with the coat of arms of the library as the device. The value of each label should be marked as one anna. They should be bound in booklets of Re. 1/-.

**C612. Bespeaking card.** Printed. 8 point type. Bristol board. White.

One side is reserved for call number, author and title. The text of the form is as follows:—

(Name of the library)

Date

Call number.

Author.

Title.

(*The other side*)

Dear Sir,

The book mentioned on the other side is now available in the library. Kindly arrange to take it.

The book will not be issued unless this card is produced.

Librarian

**N.B.** 1. Write the address on the other side and affix necessary postage stamp:

2. It can be used for registering one volume only.

The left half of the other side should have the following words printed:—

Call Number.

Author.

Title.

The right half is reserved for address.

**C614.** *Overdue notice card.* Printed. 8 point type. Bristol board. White. The text of the form is as follows:—

(Name of the library)	Date
-----------------------	------

Dear Sir,

The undermentioned book/books due from you on ..... has/have not yet been returned. Kindly return it/them immediately along with the overdue charges.

**C62.** *Application card.* Printed. 8 point type. Bristol board. White. Tray. The text of the form is as follows on one of the sides:—

(Name of the library)	Date
-----------------------	------

Admn. No. Member-Number.

Name in block letters (write last name first and the other letters after it in circular brackets)

House address.

Business address.

Vocation.

The second and the later lines may be printed so that the last line ends near the bottom of the card. This will leave ample space between the first and the second lines to write revised admission numbers and member-numbers for a number of years.

The text on the other side of the card should be as follows:—

I request to be admitted as a member of the...public library and I agree to abide by its rules. I am a tax-payer and I reside in No. .... Street of Ward No. ....

Date \_\_\_\_\_ Signature \_\_\_\_\_

I am a tax-payer and I reside at No. .... street of Ward No. .... The person mentioned above is known to me. I recommend that he be admitted as a member of the library.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**C64.** *Lost ticket observation slip.* Stencil. Ledger paper. Box. The row headings are to be as follows:—

Name of the member  
No. of the ticket lost  
Date of notice  
Date of report of the endeavour to trace the lost ticket  
Date of issue of duplicate

### Remarks

**Q64.** *Overdue register.* Printed. 8 point type  
Ledger paper. White. Loose leaf binder.

The number of rules below the column headings is to be 10 on each side.

Box headings near the top are to be as follows:-

(Name of the library)

Date

### Address

Name \_\_\_\_\_

Dynamical Models

No. and nature of tickets:-

Below that the following column headings are to be printed:—

Call no. (1½ inches) : Due date (1 inch) ; Return date (1 inch) ; Days overdue (½ inch) ; Overdue charge Rs. as. (1 inch) ; Date of collection (1 inch) : Receipt no. (1 inch) ; Remarks (1 inch).

**Q66.** *Miscellaneous receipt book.* Printed. 8 point type. 21 lb. printing paper. White. To be bound in booklets of 50. Each sheet is to consist of a receipt form and its counterfoil. The boundary line between the receipt form and the counterfoil is to be perforated. The text of the receipt form is as follows:—

(Name of the library)

Date

Ser. No.

Received from ..... the sum of Rs. .... as. ....  
pies.... as per details given below:—

Special deposit

Fee for.... duplicate ticket

Overdue charge on a book due on.... [Omit this  
if overdue stamps are used].

Date

Chief of counter section

Counter clerk

Librarian

**S61.** *Gate register.* Printed. Display type. 21 lb. printing paper. White. To turn on the longer edge. The number of horizontal lines below the column headings in each side is to be 15 and are to be numbered 1 to 15. The columns are to be parallel to the shorter side.

The column headings are to be

Ser. No. (1 inch); Name in block letters (3 inches); Full address (6 inches); Qualifications (1½ inches); Token No. (½ inch); Remarks (1½ inches).

The text of the form above the column headings is to be as follows:—

**PLEASE WRITE LEGIBLY** (Name of the library)

Enter your name and address in token of your agreeing to abide by the rules of the library.

**S62** *Loan counting sheet.* The vertical columns may show either each hour or longer intervals for the period when the library is open each day, and also a sufficient number of columns may be provided for the totals at suitable intervals, say one at 10 A.M., another at suitable intervals, say one at 10 A. M., another at 3 at 3 P. M., another at 6 P. M., another at 9 P. M., and another for the grand total. In addition it may be advisable that columns may be opened to note the actual number of readers in the library at some important moments to be decided according to local conditions. The row-headings should be the symbols for the main classes of subjects and such of the sub-classes as are of special interest to the locality. In recording the count of books issued, in a particular subject in a particular hour or time interval, the first four strokes may be vertical and the fifth a horizontal one across these four. This will facilitate counting. A portion of the Loan counting sheet is shown below as a sample.

					3 p. m.—4 p. m.
V				HH 11	7
W				11	2

**S63** *Consultation counting sheet.* This may be similar to the Loan Counting Sheet.

**S64** *Circulation diary (Daily).* The main headings of the columns are to be the symbols for the main classes of the subjects and such of the sub-classes as are of special interest to the locality. For each subject-heading, the sub-headings should be 'Consultation', 'Loan' and 'Total'. There should also be the following additional headings:—Grand total with the sub-headings 'Consultation,' 'Loan' and 'Total'; Total Number of Readers; Receipt of Inter-library Loan; and Issue of Inter Library Loan. The row-headings should be the dates of the month with additional rows interpolated at proper places—for total of the week and cumulative total for the month at the end of dates 7, 14, 21, 28 and the end of the month.

**S65** *Circulation diary (Monthly).* The monthly Circulation Diary should have column-headings similar to the daily circulation diary. Its row-headings should be the months with progressive totals, that is to say January; February; Cumulative total; March; Cumulative total; etc.

**S66** *Routine diary.* The column headings should be:

1 General Correspondence

11 Authorisation letters received; 12 Authorisation letters disposed; 13 Other letters received; 14 Other letters disposed; 15 Letters originated; 16 Reminders sent.

4 Renewal and Bespeaking

41 Renewal requests received; 42 Renewals done; 43 Renewals rejected; 44 Bespeaking requests received; 45 Bespeaking cards sent; 46 Bespeaking cards untraced.

6 Overdue Cards

61 First reminder sent; 62 Second reminder sent; 63 Third reminder sent; 64 Registered reminder sent.

## 4 Admission

41 Tax-payers; 42 Others.

## 5 Renewal

51 Tax-payers; 52 Others.

## 6 Loss of Tickets

61 Tickets lost; 62 Lost tickets detected; 63 Duplicates issued.

## 7 Loss of Books

71 Books lost; 72 Books damaged; 73 Special deposit cases; 74 Books replaced.

In the case of central libraries which send out books to branch libraries and to delivery stations they should have separate circulation diaries for this work different from those relating to direct issue to readers.

## 38 Files

The following table gives a scheme for numbering the files of the counter section. The meanings of the terms will be found explained in section 498 of Chapter 4.

Name	Class No.	Filing characteristic
Use	61	Rules
Member	611	Member
Consultant	612	Consultant
Study group	614 (followed by the class number of the subject)	Leader
Ineligible	615	Correspondent
Enquirer	618	Enquirer
Bespeaking cards	6234	Nil
Interlibrary borrowing	625 (followed by the class number of the subject)	Heading
Lending and borrowing libraries	652	Library

## 681 TRANSFER TO RECORD

All the files of this section are to be transferred to the record sequence one year after it is closed.

## 682 DESTRUCTION OF RECORD

The files relating to used or permanent bespeaking cards returned by members may be destroyed after one year. All other files may be destroyed after three years.

## CHAPTER 4

### Work Behind The Screen

A library shares many items of administrative routine with other offices, for example, those relating to personnel, finance, accounts, correspondence, printing, stationery, supplies and services, and building and equipment. As a library is usually a dependent institution, the routine about most of these items may have to be in conformity with that of the parent-body. In the case of a public library, the Local Body which is the Local Library Authority will prescribe the routine. A systematic account of these items can be found in part 3 of our *Library administration*. We shall confine ourselves here largely to the distinctive library routine which relates to books and periodicals, their selection, purchase, inclusion in stock or accessioning, payment, preparation for dues, arrangement in the stack-room and binding. In regard to these, there is some difference between books *qua* books and periodicals. In the case of the latter the finished volume does not come out at once, but in succession in the form of fascicules issued at regular—and more often irregular—intervals, and these have to be gathered together, as soon as the title-page and index arrive, and made into a volume. Further the issues should be made available as and when they come and not allowed to be idle until a volume is completed and bound.

#### 41 Book-Selection

The first step in the distinctive part of library administration relates to book-selection. This is conditioned by three factors:

1. The demand, in the light of local interest in different areas of the field of knowledge.

2. The supply or the extent and nature of the availability of books in the market, preference always being given to sumptuous editions on good paper with large type and plenty of illustrations; and

3. The total finance available and the proportion in which it is allocated to different subjects and standards in relation to the strength or weakness of the already existing collection in the various subjects and standards.

#### 411 ASCERTAINING DEMAND

The subject-distribution of the circulation of books in the library will give a picture of the demand current in the locality. The library should also anticipate potential demand by studying the happenings in the locality, in the country and in the world, and the special festivals and celebrations expected to occur in the year. The amount for books should be allocated for different subjects in the light of the details arrived at in assessing the demand. Without making undue deviation from the prevailing reading standard and taste, the library should seek to elevate them progressively, but in small *quanta* by its book selection standards.

#### 412 SOURCES

The chief sources for selection of books in English are the *Bookseller* and the *Publisher's circular* of Great Britain and the *Publishers' weekly* of the United States, which are weeklies; also the *English catalogue* of Great Britain and the *Wilson's catalogue* of the United States, which are available as annuals. The chief sources for selection of books published in India are the *Quarterly list* of publications issued by the Registrars of Books of the Constituent States of India. Other sources for both kinds of books are the catalogues of individual publishers and booksellers; the bibliographies in books; independent bibliographies; and book

reviews in periodicals. The Sunday editions of the *Dailies* in India contain literary pages in which reviews are published. These too can serve as sources for book-selection.

#### 4121 Suggestion Tray

Books of probable interest to the readers are likely to be brought to the notice of the library by the readers themselves. When the suggestion reaches the library, a book selection card should be prepared and filed in the suggestion-tray in the classified order.

#### 4122 Weeding Out

The printed sources should be systematically filed on shelves. As and when a new edition of the source arrives, the old edition should be discarded in the case of ephemeral materials or removed to the bibliographical collection if they are worth retention.

#### 413 ROUTINE

The sources for book selection should be scanned systematically as and when they become available and a book-selection card should be prepared for each selected item. It should be roughly classified and its standard symbol (like elementary, ordinary, advanced and so on) should also be tentatively put on the card. These cards should be filed in a classified order in different sequences according to the standard. The accumulated cards should be discussed at convenient intervals—say once in a month on the appointed day—with the concerned specialists and the sanction of the Library Committee should be obtained for the finally Sanctioned Indent.

#### 417 FORMS AND REGISTERS

**C12** *Book Selection Card.* Printed. 6 pr. Bristol Board, white for purchased books, green for gift books.

Red for bound volumes of periodicals. The text on one side should be as shown below:

Vendor	Date	Init.	Cost
Sein.			Indian
Apprd.			Foreign
Order.			
Recd.			
Paid.			
Accnd.			
Cut			
Classd.			
Cat.			
Shld.			
Bound.			
Wl.			

The text on the other side should be as follows:—

Ac. No.	Don. No.	Wl. No.
Cl. No.		
Auth.		
Title.		
Size.	Coll.	Edn.
Publ.		Pub-price
Series, etc.		
Review.		
Reference		

**QI2** *Book selection consultation letter form.* Stencil. 21 lb. Printing paper. White. The text of the form is as follows:—

Subject: *Book selection*

I have the honour to enclose herewith (number) book selection cards in (subject) for your consideration. Please be good enough to sort them into the three groups, "approved", "deferred", and "rejected". The three groups may be separately bundled and sent to me along with a covering letter embodying your recommendation.

The balance available for purchase of books in your subject within the current financial year is Rs. ....

Expecting your reply within a week.

**SI3.** *Indent noting form.* Stencil. 21 lb. Printing paper. White.

The text of the form is as follows:—

Outside No.

Dated

File No.

Date of receipt

Subject: *Indent for books*

Librarian's Note

Office Note

No. of items recommended....	
No. of items already available or on order....	
No. of items recommended for duplication....	
Estimated cost of the items not in library....	Rs.
Estimated cost of the duplications recommended....	Rs.
Total estimated cost	Rs.
Allotment for books	Rs.
Amount already appropriated	Rs.
Balance available	Rs.
Remarks....	

Library Committee's decision

**S15** *Daily diary.* Its headings should be the following:—

- 11 Letters received
- 121 Letters replied
- 122 Letters filed
- 141 Letters drafted
- 142 Routine letters issued
- 15 Reminders sent
- 21 Indents called for
- 22 Indents received
- 31 Book selection cards checked with selected cards tray
- 32 Book selection cards checked with order tray
- 34 Book selection cards checked with bills on hand
- 35 Book selection cards checked with catalogue

**S16.** *Weekly diary.* This should show the number of book selection cards written. Its headings must be the symbols for the main classes of classification used.

418 FILES

Name	Amplifying device	Filing characteristic
Sources	Subject Device or/ and Language Device	Correspondent
Selection	Subject Device	Do.
Indent	Do.	Do.
Allotment	Do.	Do.
Outward enquiries	Do.	Do.
Inward enquiries	Do.	Do.

All these files may be transferred to record one year after it is closed. They may be destroyed after three or five years according to convenience.

## 42 Book-Order

The work of ordering books in Indian libraries is at present more difficult than it is elsewhere. It is English and American books that figure most in them. Thus, the chief book-markets are thousands of miles away in far-off London and New York. As a result, Indian Libraries are not able to get books on approval or to choose between different editions by actual inspection of books. The task of deciding whether a new edition is substantially different from the one already in the library becomes extremely difficult. The book-order-section in Indian libraries has therefore to take a much greater responsibility and put in much more work in checking the indents with the stock, than in European and American libraries. Of late however, a few enterprising booksellers have begun to stock general books in important provincial capitals like Bombay, Calcutta, Delhi, Lucknow and Madras.

In the matter of Indian publications, the situation is even worse. The publishing trade is not yet properly organized in India except for text-books. In many cases, the author himself has to play the role of publisher and bookseller. He may live in an out-of-the-way place, and as may be expected, he has not developed business methods. Not infrequently it happens that he does not respond at all to orders.

## 421 STANDING VENDORS

It is a moot point whether it is advantageous for a library to buy its books directly from the publishers or through a standing vendor. In the case of Indian Books, the question is easily decided in favour of the former alternative. For India has not yet developed a reliable, painstaking and organised book trade on an adequate scale. Hence, the only satisfactory procedure is to deal directly with the publishers or authors, as the case may be. The position is, however, different in the case of European and American books. Here, it is an advantage to have a standing vendor.

## ✓ 4211 Contract

It is necessary to stipulate certain conditions of a bibliographical nature in appointing standing vendors. They should be asked to undertake the following responsibilities :—

1. Every volume should be carefully collated before being sent. If any defect is discovered at this end, they should take back the defective copy and supply a sound copy at their own cost, including the to and fro freight;
2. The latest edition of the book is to be supplied, unless there are specific instructions to the contrary;
3. If the order contains a note that a certain edition of a particular book is already in the library, they should find out if the later edition in the market is substantially different from the one in the library. If not, the book should not be supplied, but an advice should be sent. In cases of doubt, they should state the case and supply the book only after receiving a confirmatory order;
4. If the book is reissue of another book under a different title, they should advise the library about it and send the supply only after receiving a confirmatory order;
5. If a book is an off-print from a periodical publication or another book, they should advise the library about it and send the supply only after receiving a confirmatory order;
6. If a book is really a foreign publication, though listed in the trade lists of their country by the local representatives of the foreign publisher, they should advise the library about it and send the supply only after receiving a confirmatory order;
7. If there is any difference in the name or in the spelling of the name of the author or in the title,

they should advise the library about it and ship the supply only after receiving a confirmatory order; and

8. If any book occurs in more than one order or is covered by any of the standing orders, only one copy should be sent and a second copy should not be sent without getting a confirmatory order.

In all these cases, if they send a wrong supply, they should take it back at their own cost.

#### ✓ 4212 Second-hand Books

In the matter of out-of-print books, it is best to obtain quotations from different second-hand booksellers and decide the vendor in each case on its merits, rather than appoint a single standing vendor. Very often the catalogues of the second-hand booksellers may obviate even the necessity for enquiry. But these catalogues should not be relied upon, if the amount is considerable. It may be possible to get better terms by obtaining competitive quotations.

#### 422 ORDERING

It is desirable that order-work is distributed evenly throughout the year and an order is sent out regularly once in a week or a month on an appointed day. The routine for each order may be as follows: Arrange the finally sanctioned book-selection cards alphabetically by the names of authors and check carefully to eliminate unintended duplications of all kinds. For this purpose, check with (1) the catalogue of the library (2) the standing-order cards (3) the outstanding-order-cards (4) the bills awaiting payment and (5) the exchange list of the library, if any. Separate the cards for the books which can be got as gifts and apply for them. Type the order-list for the surviving cards in triplicate, send one with the order to the vendor, leave one for use in advising readers and use the third as office copy. The corresponding book-selection cards

now gain the status of order cards. Insert these in their proper alphabetical places, in the order tray which contains the outstanding cards.

#### 4221 Standing Order

It is desirable to give standing orders to the following classes of books:

- 1 *Series-Books*, i. e. belonging to a series all of whose volumes the library has decided to buy;
- 2 *Multi-volumed books* i. e. books in two or more volumes all the volumes of which are not published simultaneously;
- 3 *Instalment-books* i. e. books published in successive parts or fascicules which should be accumulated in the library and bound after the title-page arrives;
- 4 *Subscription-books*, i.e., books for which advance payment is to be made either in full or in part before actual publication.

#### 423 RECEIVING THE SUPPLY

When the supply arrives, arrange the books in the order in which they are entered in the bill. Lift the order card of each book from the order tray and insert it on its title-page. If there is no order card for a book, it has been either already paid for or it was never ordered. When all the books have got their respective cards, carefully collate the books, scrutinize and approve them only if they answer to every detail furnished in the respective order cards. Then pass the books on for classification, cataloguing and shelf-registering. Defects may also be detected at this stage. Hence, defer cutting, stamping, accessioning and payment till those processes are over. Retain the order cards with you. They form the control to ensure that all the books come back for accessioning. Various difficulties may crop up in this work. These are enumerated and the means of dealing with them are given in chapter 4 of our *Library administration*.

## 4231 Supply of Standing Order

The procedure for receiving supplies of standing order, and watching their regular supply should be similar to the one described in section '43 Periodical Publications'.

## 424 FOLLOW-UP WORK

As soon as a book order is sent out, prepare a Book-Order Follow-up Card and file it in the book-order follow-up box behind the week-guide of the due date of supply. The cards behind a week-guide are to be arranged on the basis of the following successive characteristics: (1) Vendor; (2) Order number; and (3) Order Date. The second vacant line should be filled up at the time when the card is prepared. The due date also should be filled up at that time. The other headings should be filled up as and when the supply or report arrives. It may not arrive all at one time.

In every week in which the cumulative total of the number of volumes supplied is less than the number of items ordered, shift the book-order follow-up cards to the proper place behind the next week-guide. After the supply is completed the card may be destroyed. The columns R1, R2, R3 are for reminders in case the supply is delayed.

## 427 FORMS AND REGISTERS

**C23.** *Book-order follow-up card.* Printed. 8 point type. Bristol board. White.

The leading line is to be reserved for the entry of the dates corresponding to each heading given in the second line.

The second line is to have the following headings:—

Due date (1 inch); First supply (1 inch); Final supply (1 inch); R 1 ( $\frac{1}{4}$  inch); R 2 ( $\frac{1}{4}$  inch); R 3 ( $\frac{1}{2}$  inch).

The third line is to have the following headings:—

Indent Number ( $\frac{1}{2}$  inch); Date (1 inch); Order Number ( $\frac{1}{2}$  inch); Date (1 inch); Vendor ( $1\frac{1}{2}$  inches) Number of items ordered ( $\frac{1}{2}$  inch).

The fourth line is to be left blank for entering the information corresponding to the headings in third line.

The fifth line is to have the following column headings:—

Supply Number ( $\frac{1}{2}$  inch); Date ( $\frac{1}{2}$  inch); Number received ( $\frac{1}{2}$  inch); O. P.; O. S. ( $\frac{1}{2}$  inch); Procurable elsewhere ( $\frac{1}{2}$  inch); Total ( $\frac{1}{4}$  inch); Cumulative total ( $\frac{1}{2}$  inch); Remarks.

Each of the succeeding lines is to be reserved for the different supplies. These lines may be continued on the other side of the card if necessary.

These lines may be continued on the other side of the card if necessary.

Due date	First supply	Final supply	R <sub>1</sub>	R <sub>2</sub>	R <sub>3</sub>	
Indent No.	Date	Order No.	Date.	Vendor	No. of items ordered.	
Supply No.	Date	Number Reed.	O.P. O.S.	Procurable elsewhere	Total of last three columns	Cumulative total after each supply
						Remarks

**C24. Standing order card.** Manuscript. Bristol board. White. Tray. Front side. 7 lines. Back side 18 lines.

Row headings at the top of the front side:—

First line: Series Heading

Second line: S. O. No.... dated . . . Period

Third line: Vendor . . . Note.

Column headings for the remaining part of the first side and for the back side:—

Serial Vol. no. ( $\frac{1}{2}$  inch). Accession no. ( $\frac{3}{4}$  inch). Voucher no. and date (1 inch). Call Number ( $1\frac{1}{4}$  inch). Heading ( $1\frac{1}{4}$  inch). Price ( $\frac{1}{2}$  inch).

**Q235.** *Order form to standing vendors.* Stencil. 21 lb. printing paper. White. The text of the form is as follows:—

Subject: *Book order*

Please supply the Library under the usual conditions with the books in the enclosed lists, viz.

Order No.	Dated	Remarks.
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**S25.** *Weekly diary (Routine).* Its headings should be the following:—

- 11 Letters received
- 121 Letters replied
- 122 Letters filed
- 141 Letters drafted
- 142 Routine letters issued
- 15 Reminders sent
- 21 Indents received
- 22 Indents returned
- 323 Book order cards checked with outstanding order tray
- 327 Book order cards checked with standing order cards
- 34 Book order cards checked with bills on hand
- 3495 Book order cards checked with exchange list
- 35 Book order cards checked with catalogue
- 38 Book order cards checked with shelf
- 41 Standing orders issued for series books
- 42 Standing orders issued for multivolumed books
- 43 Standing orders issued for instalment books
- 44 Standing orders issued for subscription books
- 5 No. of order cards filed

7 No. of ordinary books received from vendor  
 71 No. of series books received from vendor  
 72 No. of multivolumed books received from vendor 6684  
 73 No. of fascicules of instalment books received from vendor  
 74 No. of subscription books received from vendor  
 754 No. of volumes and cards transmitted to the accession section

**S26. Weekly Diary (Subject).** Its headings must consist of the symbols for the main divisions of the book classification used or some suitable modification of them.

## 428 FILES

Name	Class Number	Filing Characteristic
Standing vendors	21 (Subject Device)	Vendor
Standing vendors (Second hand books)	218 do.	do.
Enquiries and quotations	22	do.
Ordinary books ordering	23	do.
Ordinary books order doubt clearing	234	do.
Serious ordering	241	do.
Multivolumed books ordering	242	do.
Instalment books ordering	243	do.
Prepublication ordering	244	do.
Gift books	28	
Outward enquiries	291	Donor
Inward enquiries	292	Correspondent do.

The files may be transferred to records one year after final disposal and destroyed five years thereafter.

### 43 Periodical Publications

Periodicals are prone to develop idiosyncrasies of several kinds. Of these, irregularity in publication and supply is the one which affects the administrative routine most. If the non-receipt of a particular issue is not brought to the notice of the publisher promptly there is a great probability of the library never getting it. Hence the greatest amount of vigilance and promptness is necessary in dealing with periodical publications and it must be achieved without undue dependence on mere memory. It is best done by means of a simple card system. A card 5" x 3" will last for 6 years for weeklies and for twenty-five years for monthlies, if they are ruled on both sides. It may not be worthwhile to bind and preserve all the periodicals. What must be preserved should be decided by the authorities.

#### 431 RENEWAL ORDER

It is desirable not to change the list of current periodicals violently from year to year. A periodical which it has been decided to have bound and preserved should not be light-heartedly discontinued in one year and renewed in another year. Thus most of the periodicals should be given a standing order. It is conducive to good business to send a renewal order once in a year on an appointed day and call for bills for subscription. For subscriptions of most periodicals are payable in advance. This is enforced by the publishers since they cannot otherwise decide how many copies they should print. Foreign periodicals will, therefore, have to be renewed even in October so that payment may reach the other side before the year begins. For convenience of routine it is better to renew Indian periodicals also in October.

#### 432 VIGILANCE

If the number of periodicals taken is small, vigilance can be effected by a single-card system. They

can all be examined easily every week or every month. This work will be particularly easy if we have a visible index tray of which details can be had from any stationery dealer. Roneo Company and others have such trays on sale. If the number of periodicals taken exceeds 50 it is desirable to control vigilance by a two-card system. The card used in the single-card system will then become the register-card. Its use is described in section 433. It will, of course, be kept in alphabetical order. The second card will be called the check-card. Its use is described in section 434.

### 433 REGISTERING

As soon as the mail arrives each day, after satisfying yourself that each packet is addressed to the library, open the wrapper of each and insert it inside the periodical. Arrange the periodicals alphabetically by the title. The rest of the work is to be done for each periodical successively. Collate it, and see if any abnormalities need attention. Note them at the top of the back of the front cover. Put all such cases aside in deferred tray. If it is normal, pull out its register-card. If it is not a duplicate copy, make the necessary entry in the register-card. Taking the class number from the register-card, write it near the right hand top corner of the front cover of the periodical. If the issue is not the one immediately after the one last registered the entry should not be made in the next vacant horizontal line but in the line that would be appropriate to it. Write a reminder card for the earlier issue not received and put it in the week's current box for despatch. If it is a gift periodical and if an acknowledgement is due, write out the acknowledgement and put it in the week's current box. If the title-page, contents and index are due but have not come, write a reminder card for them also and put it into the week's current box. Stamp on the covers and on all the plates and on the first and last pages of the periodicals registered and enter the date of receipt on the cover.

## 434 VIGILANCE

As soon as a periodical is registered, pick out its check-card. It should be found among the cards lying behind the current week's-guide. Transfer it to behind the guide-card of the week in which the next issue is due. For example, if we are now in the first week of March, the current week's-guide-card will be 3.1. If the periodical is a weekly, the check-card should be transferred to behind the guide-card 3.2. If the periodical is a monthly, the check-card should be transferred to behind the guide-card 4.1. If the periodical is a quarterly, the guide-card should be transferred to behind the guide-card 6.1 and so on. If the check-card is not found behind the guide-card 3.1, look up the register-card for the date on which the preceding issue was registered. Add the period of the periodical to that week. The result will show the guide-card behind which the check-card could be found.

## 434 1 NOTIFYING

Or, the last day of the week for each of the check-cards still lying behind the guide-card of the week write out a reminder card. Fill up in each check-card the details about the reminder then transfer all the check-cards to behind the next week's guide-card.

## 435 DISPLAY

If any sheet in any of the periodicals registered is loose, fix it up. The Laws of Library Science require that all the periodicals should be promptly registered and displayed for the use of the public. It adds to cleanliness and strength without making away the distinctive look of each periodical if it is encased in a plastic cover which is now available in all suitable sizes Messrs. Libraco Company of England and Messrs. Library Service of the United States. Arrange the periodicals in the classified order. Take them to the display-table. In the case of each take out the

preceding number lying on it and insert the current one. All the older numbers collected in this way should be distributed in the loose-numbers-shell in the periodical reading room itself so that they may be readily available for consultation.

#### 436 ROUNDING OFF

##### 4361 Cumulation

As soon as the title-page and index are received for a volume of a periodical, register it, collect together all the issues covered by the title-page and index, collate them and bundle them up. At the end of the week transmit all the cumulated volumes for accessioning and cataloguing.

##### 4362 Faulty Cases

All faulty cases due to wrong delivery, defects found in cumulation, duplication and all other cases should be attended to each week.

##### 4363 Payment of Subscription

Every week collect the bills received for payment of periodicals. For each bill examine the register-card. See if the subscription has not been paid already. See also if the claim is for the correct amount. Certify in the bill that the amount may be paid. It will be good to have a rubber stamp for it with the headings (1) Volume last paid; (2) Date of last payment; (3) Amount of last payment; (4) Volume for which claim; (5) Amount claimed; and (6) Explanation of discrepancy if any. As soon as payment is sanctioned, note on the register-card, the voucher-number and its date.

##### 4364 Accessioning

As soon as a cumulated volume is accessioned, note the accession number in the registration card against the number of volume.

## 4365 Cumulative Index

Scan through the pages of the periodicals that are received for announcement of cumulative index. If any such index is announced, take steps to order for it.

## 4366 Loose Numbers

Lending of loose numbers of periodicals or newspapers is not generally allowed in public libraries. However, we have found a tendency in the libraries of many of the developed countries to lend out current volumes of periodicals after they had been on the display-table for at least one week in the case of weeklies and for one month in the case of monthlies and periodicals of longer periodicity.

## 437 FORMS AND REGISTERS

**C32. Renewal order card.** Printed. 8 point type. Bristol board. White. The text of the form is as follows:—

Reference: This office standing order No. .... dated.... Kindly renew, on behalf of the....library the subscription to....for volume/year....and send your bill in duplicate for payment as usual.

**C331. Register-card.** Printed. 6 point type. Bristol board. White. 7 lines in the front page and 14 lines in the back. Gift cases, black border. The text is as follows. Back side, column headings only.

Title	Payment	
	Vol or year	Voucher No. and date
Vender		
Cl. No.	Period	Order No. and date
		Ann. Subs.
Vol. and No.	Date of pub.	Date of rect.
Vol. and No.	Date of rect.	Date of pub.

**C332.** *Check card.* Printed. 6 point type. Bristol board. White. 14 lines on each side. Gift cases, black border. The column headings are as shown below:—

Heading				Period			
Vol. and No.	Date of Rem.	L's Initials.	Vol. and No.	Date of Rem.	L's Initials.	Vol. and No.	Date of Rem.

**C34.** *Binding peculiarities slip.* Manuscript. Ledger paper. White. The row headings in the form are as follows:—

1. Title
2. Volume number
3. Year
4. Class number
5. Covering material
6. Clubbing or splitting peculiarities, if any
7. Assembling peculiarities, if any.

**C361.** T.C.I. Reminder card. Printed. 8 point type. Bristol board. White. The text of the form is as follows:—

I have to inform you that the Title Page, Contents and Index to Vol. . . of the . . . have not yet been received here. Kindly despatch them at an early date.

**C362.** Non-supply card. Printed. 8 point type. Bristol board. White. The text of the form is as follows:—

I have to inform you that No. . . . of Vol. . . . of the . . . was the last part received. Kindly bring the supply up to date and send the future parts as issued.

**C363.** Gap-in-supply card. Printed. 8 point type. Bristol board. White. The text of the form is as follows:—

I have to inform you that No. ... of Vol. ... of the... has not yet been received though a subsequent part is to hand. Kindly fill up the gap in supply at an early date.

**Q32.** Standing order form. Stencil. 21 lb. printing paper. White. The text of the form is as follows:—

Subject : Periodical publication-order

Please supply to this library the undermentioned periodical publication. The supply is to begin from the first issue of Vol. ... Year ... Each issue is to be supplied promptly as and when published. The title page, contents and index relating to each completed volume should be supplied as soon as they are published.

The non-receipt of an issue, if any, will be notified either immediately on receipt of the later issue or within three months after its due date, when it is known to us.

The cost of a volume is to be recovered by sending a bill in duplicate in advance after the completion of the volume and the supply of the title page, contents and index.

This may be treated as a standing order until countermanded.

**S32.** *Weekly diary.* It should have the following headings:—

- 11 to 22 Same as for S25 of book order section
- 31 Order cards checked
- 32 Orders issued
- 4 Volumes made up
- 45 Binding slips written
- 46 Accession cards written
- 47 Made up volumes transmitted
- 48 Accession numbers noted
- 52 Cumulative indexes ordered

53 Cumulative indexes received

7 Bills passed

**S33.** *Daily receipt diary.* It is to show the number of periodical publications received from day to day. Its headings must consist of the symbols for the main divisions of classification system used or some suitable modification of them.

#### 438 FILES

Name	Class Number	Piling characteristic
Standing vendors	31 (Subject device)	Vendor
Sources, enquiries and quotations	32 do	Title
Indent	33 do	do
Current periodicals	34 do	do
Finance	36 do	Correspondent
Back volumes	37 do	Title
Outward enquiries	391 do	Correspondent
Inward enquiries	392 do	do

The files are to be transferred to the record sequence one year after it is closed. The records may be destroyed after five years.

#### 44 Accessioning

Every volume to be included in the stock of the library must receive a serial number called Accession Number. Donated books must receive a Donation Number, in addition to the accession number. Cumulated volumes of periodicals should also receive accession numbers and if necessary also donation numbers, if the volume is to be bound and preserved in the library.

#### 441 ACCESSION NUMBER

As soon as the classification and cataloguing of books and completed volumes of periodicals to be preserved are finished, arrange the purchased books in the

order in which they are entered in their related bills, and the periodicals and the donated books in the order of their call numbers. Use the order cards of the purchased books as their accession cards. Write green and red accession cards for donated books and for periodical publications respectively. Arrange also the related shelf-register cards, the accession cards and the catalogue cards in an exactly parallel order. Look up the accession cabinet for the last accession and donation numbers which had been already given. Starting with the next numbers, assign the accession number, and donation number if warranted, in correct numerical order to each of the shelf-register cards, the accession cards and the main catalogue cards.

#### 442 NUMBERING THE BOOKS

Then copy the class number, book number, accession number, and also the donation number in the case of gifted books, one below the other on the back of the title-page of each book. The sequence symbol also should be written. The class number should begin just half an inch below the central line of the back of the title-page. If that place happens to be printed over, start it as near that place as possible. If the book has no title-page write these numbers on the top of the first page leaving space for at least two lines between the top-edge of the book and the call number. Write these numbers also at a certain other conventional place in the book, say the bottom of page 50.

#### 443 PASSING OF BILL.

As soon as the writing of the numbers of the purchased books is over, write the accession number against the respective items in the bills for the purchased books. Strike off the items not supplied or rejected and make the consequential changes in the total amount of the bills. Then pass the bills for payment with the remarks "Brought into stock register. Bill may be paid".

## 444 ACCESSION REGISTER

On receiving accession numbers, the order cards attain the status of accession cards. File all the accession cards in the order of their accession numbers in the accession cabinet. This must be kept under lock and key, as these cards constitute the basic record of the books in the library, giving, as it were, a complete history of the respective books.

Further details of this routine and the complications which may arise are discussed in chapter 4 of our *Library administration*.

## 447 DIARY

**S41.** *Accession diary (weekly)* to show the numbers of volumes accessioned. Column headings should be:—

Accessioned.	Donated.	Purchased.	Periodicals.
Books.			

## 45 Preparation of the Books

After accessioning is over further routine should be gone through before the books can be released for use.

## 451 EASING

The books themselves should be prepared. Ease the back by opening the book somewhere in the middle, placing it on a flat table and gently running the thumb from the top to the bottom along the inner margin, working your way through the book to the two covers, turning a few leaves at a time, and simultaneously pressing. As the glue at the back of the volume is likely to have hardened, this easing work has to be done in a very careful and gentle way, so that the back of the book does not break.

## 4511 Cutting Open

Cut open the pages with a cutting bone and not with a finger or a pencil as the latter will fray the edges.

and even damage the text in books with narrow margins.

#### 452 STAMPING

Then put the library stamp without disfiguring printed matter in certain conventional pages such as the lower half of the half-title page, the lower half of the back of title-page, the top of the first chapter, the bottom of the earliest chapter that ends after the fiftieth page, the bottom of the last page, each map, plate, etc. and so on.

#### 453 TAGGING

After the stamping is over, stick a tag on the back (spine) of the volume. If there is a jacket, remove it temporarily for this purpose and replace it after the tagging is over. Apply tag exactly one inch above the bottom of the book. It will be convenient to have a piece of metal, half an inch wide and bent at right angles with each of the arms exactly one inch long to mark the position for applying the tag.

If the volume is too thin to have the tag on its spine, fix it on the front cover close to the spine, adjacent to the position it should have occupied on the back. Write the call number on the tag.

#### 454 DATE-LABELLING

As soon as tagging is over, fix the date-label to the volume. The date-label is to be gummed only at the top and bottom corner of the left edge and it is to be fixed on the very first page after the cover, whether that page is an end-paper, half-title page or even the first page of the text. Then write the book-ticket and insert it into the pocket at the bottom of the date-label. Enter the call number, accession number and the date of release on the date-label. Now the book is ready to reach its destiny—which is reader's hand—and to rest on the shelves of the library when not solicited by readers.

## 455 CLASSIFICATION AND CATALOGUING

As it has been already stated in sections 423 and 44, classification and cataloguing is done even before the book is accessioned. Therefore the above-mentioned preparation work will naturally be done only after the classification and cataloguing of the book. This should be done on a weekly basis like most other work in a library. Every attempt should be made to round off the week's work without any arrears.

This work will require constant use of the library catalogue. It is therefore necessary that, in addition to the catalogue in cards for public use, there should be a copy of it in slips for office use.

## 4550 Process Slip

Insert in each volume a process slip i.e. a slip 5" x 3"—even a waste slip with one side blank will do. On this slip various notes regarding the volume should be entered. Ultimately this process slip will have to be used for preparing the monthly statement of amendments to the Classification Code and Cataloguing Code and destroyed thereafter. Draw a vertical line dividing the length of the slip exactly into two parts. Reserve the left hand side for noting cross references. Divide the right hand half into four compartments by three horizontal lines. Use the first compartment to indicate class index entries, not requiring consolidation, the second to indicate cross reference index entries, the third to indicate topical index entries and the fourth to indicate such of the series index entries or other book index entries or main entries or class index entries, as require consolidation of cards.\* Any further notes which arise in the course of classification and cataloguing should be entered in this slip.

\* Cf. Ranganathan (S.R.): *Classified catalogue code*. (Madras Library Association Publication Series, 4.) 1934. Rule 16 and its sub-divisions.

## 4551 Classification—Routine

Sort the volumes to be accessioned in the week rapidly by their main classes. Then decide the class number of the books one by one. If any volume is elusive and requires detailed study, or appears to call for the creation of a new class, put it aside temporarily in the group of deferred volumes. For normal books fix the call number and write it at the leading line of the process slip. Add the appropriate sequence number wherever necessary. By examining the main slip in the office-copy of the catalogue, see that the class number you give is consistent with the old placings. If there is any catalogue slip in the same ultimate class and with the same book number as the volume on hand, add the appropriate digit as the accession parts of the book number. In cases of doubt compare the old books with the new ones. Note down on the process slip notes for cataloguing work. As soon as each volume is thus treated, pass it on with the process slip for cataloguing.

After all the normal volumes are dealt with take up the more difficult volumes and proceed with them when the catalogue cards of the other volumes are being written.

## 45511 Amendments Noting

If any addition or amendment is made either to the rules or the schedules in the classification code, note them down in the official interleaved copy of the classification code.

## 45512 Source-Slips

If any source outside the volume classified and outside the common reference books is used in fixing the class number, note it down with details on a source-slip 5" x 3". The source-slip should contain in successive sections the call number of the volume classified, the call number of the source, the heading of the source, its short title, and the exact page reference.

All such source-slips should be filed away in a classified order in the source-slips tray.

#### 4552 Cataloguing—Routine

Sort out the classified volumes according to their cataloguing difficulties. The following groups may arise:—

1. *Fresh cards group* consisting of volumes which are in familiar languages and whose process slips do not indicate consolidation of cards;
2. *Consolidation group* consisting of volumes which are in familiar languages and whose process slips indicate consolidation of cards and periodical publications;
3. *Linguistic fresh card group* consisting of volumes in unfamiliar languages which do not require consolidation of catalogue cards;
4. *Linguistic consolidation group* consisting of volumes in unfamiliar languages which require consolidation of catalogue cards; and
5. *Refractory group* consisting of volumes of unusual cataloguing peculiarities.

Deal with the first four groups first so that the maximum number of volumes can be pushed forward without any delay.

#### 45521 Amendments Noting

If any amendment in the Cataloguing Code is arrived at in the course of the week, note them down in the official interleaved copy of the Catalogue Code.

#### 45522 Sources Noting

If the data for cataloguing has been taken from any source outside the book, prepare a source slip and file it in the source slip tray mentioned in 45712.

#### 4553 Checking Work

All the class numbers and cataloguing entries must be carefully checked preferably by a second person, and if no second person is available, by the same person at a later time.

#### 4554 Typing

If the catalogue cards are handwritten, get the slips for the catalogue for office use copied out from them by typing. If the catalogue cards themselves are typewritten, the slips for the office copy may be carbon copies.

#### 4555 Insertion Work

After all the volumes are completed and accession numbers are written in the main cards and the shelf cards sort out all the catalogue cards according to the nature of their entries and insert them in the cabinets containing the public catalogue. Do similarly for the slips forming the catalogue for office use. The filing of the shelf-cards is described in section 46.

#### 45551 Guide-Cards

It will be a good practice to review the guide-cards in the cabinets of the public catalogue once in a year. New guide-cards might be necessary or experience might have suggested changes in the existing guide-cards.

#### 456 CORRECTION WORK

All the old volumes set aside for correction of class number or catalogue entries should be dealt with similarly.

#### 457 FORMS AND REGISTERS

The description of catalogue cards is usually given in books on cataloguing. The code numbers for the different types of cards are given here. They are all 5" x 3".

**C51.** *White cards* for main entries and book index entries.

**C52.** *Mild-pink cards* for cross reference entries and cross reference index entries.

**C53.** *Guide cards.*

**C54.** *Black edged white cards* for class index entries.

**C55.** *Catalogue slips.*

**S52.** *Volumes diary (weekly).* Its column headings are to be the symbols for the main classes or any modification of them, and in addition "Total number of volumes".

**S53.** *Cards diary (weekly).* Its headings are to be: (1) Main cards; (2) Cross reference cards; (3) Class index cards; (4) Book index cards; (5) Cross reference index cards; (6) Shelf register cards; (7) Total number of cards; (81) Number of periodical publication cards consolidated; (82) Number of other cards consolidated; (83) Total number of cards consolidated.

**S54.** *Correction diary (weekly).* Similar to the volumes diary.

#### 458 SPECIFICATION FOR CARD CABINET

To Hold Cards, 5 x 3 inches

1. The card cabinet is to consist of two parts—(1) cabinet proper and (2) a table on which the cabinet proper rests.

2. The cabinet proper is to contain 24 drawers—four columns of six drawers each.

21. The external dimensions of the cabinet proper are to be

Breadth 2 ft. 4 $\frac{1}{2}$  inches.

Height 2 ft. 7 $\frac{1}{2}$  inches.

Depth 1 ft. 11 inches.

22. The planks used for the two sides, top and bottom, are to be  $7\frac{1}{8}$  inch thick and that used for the back  $5\frac{1}{8}$  inch thick.

23. The front side of the cabinet is to be partitioned by three vertical planks  $7\frac{1}{8}$  inch thick and 4 inches in breadth to secure four columns of sockets and by five horizontal planks  $7\frac{1}{8}$  inch thick and 3 inches in breadth to secure six rows of sockets, to contain the drawers.

24. The front of each socket is to be connected with the back plank of the cabinet by two cross-bearers (one on the left and one on the right)  $7\frac{1}{8}$  inch thick and 1 inch wide.

25. The cross-bearers are to be provided with two brass cylinders, each  $9\frac{1}{2}$  inches apart, over which the drawer is to slide.

3. The internal dimensions of each socket holding the drawer are to be

Breadth 6 inches

Height  $4\frac{1}{2}$  inches

Depth 1 ft.  $10\frac{1}{2}$  inches

4. Each drawer is to have the following internal dimensions—breadth 5 inches and depth 1 ft. 8 inches. The side and back planks used for the drawer are to be  $\frac{1}{2}$  inch thick and only  $2\frac{1}{4}$  inches high. The front plank of the drawer is to be  $6\frac{1}{2}$  inches in breadth and  $4\frac{1}{2}$  inches in height so as to cover the socket exactly. The bottom of the drawer is to be fitted with two reepers of 1 inch thickness and 1 inch breadth properly centred. A brass rod  $1\frac{1}{6}$  inch in diameter is to run right through the centre of the drawer to lock up the card contents. To the rod projecting at the front plank of the drawer is to be screwed a screw knob. A fly nut is to be screwed to the rod projecting at the back plank of the drawer. To prevent the drawer when drawn from falling out of the socket, a self-locking catch is to be fixed into the socket to the right side at a depth of  $1\frac{1}{2}$  inches. A notch is to be cut in the further end of the right hand side plank of the drawer.

The catch is to fall in that notch and lock up the drawer automatically. On the front plank of the drawer, just above the centre, a brass label holder to hold a label  $1\frac{3}{4}$  inches by  $1\frac{1}{2}$  inches is to be fixed. Just below the label holder a ring is to be screwed to serve the purpose of a handle to pull out the drawer. Each drawer is to be provided with an adjustable card rest ( $5 \times 3$  inches and 1 inch thick at the bottom and tapering towards the top) the cross section of which is to be a right angled triangle, the hypotenuse forming the front side over which the cards should rest. The card rest is to be provided with a hole in its centre through which the central rod of the drawer is to pass. The card rest is also to be provided with a bolt so that it may be bolted to the left side plank of the drawer where holes are to be provided at intervals of 1 inch.

5. Locking arrangement of the cabinet:—The vertical plank between the first and second columns of drawers and that between the third and fourth columns are to be provided with two U shaped rings each 1 ft.  $7\frac{1}{2}$  inches apart. Two brass plates 2 inches wide and 2 ft.  $2\frac{1}{2}$  inches long with two rectangular holes each, at required intervals to take in the U rings are to be applied to the U rings to lock up the cabinet. Four locks (one to each U ring) are to be used for locking.

6. The table on which the cabinet rests is to have the following dimensions:—

Height of the table 1 ft.  $10\frac{1}{2}$  inches (including the top-plank).

The dimensions of the top plank are to be in breadth 2 ft.  $5\frac{1}{2}$  inches and in depth (the side corresponding to the depth of the cabinet) 2 ft.

Thickness of the plank  $7/8$  inch.

The dimensions of the frame work of the table (excluding the plank) are to be 2 ft.  $4\frac{1}{2}$  inches  $\times$  1 ft. 11 inches.

Legs, at the top, 3 x 3 inches

Legs, at the bottom, 2½ x 2½ inches

7. The wood used for the cabinet is to be well-seasoned teakwood.

8. The contractor is to be responsible for any crack that the cabinet may develop within a year of supply.

9. The cabinet is to be coated with wood oil.

10. The cabinet is to be delivered at the library, free of delivery charges.

11. The metal portion of the cabinet is to be of well-tempered brass.

12. The dimensions of the drawers and the sockets, and of the cabinets, as a whole, are to be quite exact so that the drawers of the cabinets may be interchanged among themselves and with the drawers of the cabinets of the specification already in the library without any difficulty whatever.

#### 46 Maintenance Work

The books should be arranged in the shelves so as to fulfil the Fourth Law of Library Science, viz., "Save the time of the reader". Reference books like encyclopaedias, dictionaries, current year-books and directories and recent additions should be located in a prominent place as near the entrance as possible so that those who come for ready-reference alone may do so quickly and without disturbing the serious readers. The arrangement of the other books in the stack-room itself requires special skill. The arrangement cannot be permanent in the changing library world. It will have to be judiciously varied and readjusted from time to time. Several factors will have to be examined from time to time for this purpose. One would very much like to have the books and periodicals arranged in the order in which the subjects occur in the schedule of classification for the mere satisfaction of having them arranged in strict accordance with the schedule order. But the standard helpful order of the main classes

found in the schedules of classification is seldom strictly parallel to the popular order. Nor is the popular order a permanent one. It does and must change with time.

#### 461 FORMATION OF SEQUENCES

Hence, the rigid arrangement by the schedule of classification only results in wasting the time and energy, not only of the reading public, but also of the reference staff. In an arrangement like this, a majority of readers may have to waste their time and energy in walking unnecessarily great distances to get at their books. The reference staff also are affected in the same way, as their movements are dependent on the movements of the readers. It is quite necessary to break the schedule-order and judiciously re-permute the main-classes on the shelves. To give an example, literature, as the most popular subject attracting the greatest number of readers, may be located as near the entrance as possible, irrespective of its proper place in accordance with the schedule of classification. Other subjects may be arranged at distances from the entrance varying inversely with their popularity. Any one arrangement should not be considered as final (merely on the ground of unwillingness to undertake additional labour). Its utility must be constantly tested by experience in the light of the statistics of issue. Any reshuffling of subjects found to be necessary should be immediately carried out even at the cost of additional labour and time, as the convenience of the readers is the convenience of the library.

#### 462 MULTIPLICATION OF SEQUENCES

The sequence of books of current interest may be called the Main Sequence. There may be a second sequence consisting of periodicals and serials and a third one made of books of archaic interest and hence of comparatively infrequent demand. These may be called Secondary and Tertiary Sequences. A suitable symbol may be put above the class number of a book

in all but the main sequences to indicate the sequence to which they belong. Such a sequence symbol may not be necessary in a bound volume of periodical, as its very look will show that it is a periodical.

#### 4621 Closed Sequences

Again, certain types of books, if they are put in the way of the readers, are likely to be adversely affected by their being mal-handled by a few black sheep to such an extent that they are of no use to others who really want them. In this category we may include Fine Arts books, books full of art plates and books of pornographic interest. Such books may be kept in a non-open-access or closed sequence (not necessarily in closed shelves). By a closed sequence is meant that readers will not normally be allowed to have direct or open access to the shelves forming it, but will obtain their books in most cases by the old application slip system. This restriction may be waived in the case of certain classes of responsible readers. This closed sequence arrangement gives us control over the use of these books. Fine Arts books will be exposed to loss of plates if they are placed in the open access shelves. Similarly all pages savouring of obscenity are systematically purloined (to satisfy the morbid curiosity of the black sheep) from otherwise scientific treatises. A monumental example of this in the Madras University Library was Haylock Ellis' *Psychology of sex*. Previous to its withdrawal from circulation, it was in so much demand that it was treated as a reference book and kept on the issue counter. Every other reader would ask for "Ellis". Such books also should be taken over to the closed sequence. Such a closed sequence may be called Special Collections Sequence and their book numbers may be put between two horizontal parallel lines to indicate their location.

#### 4622 Abnormal Size Sequence

To come to the actual arrangement of books on the shelves, it is quite necessary to see that the shelves

present an aesthetic appearance. This presentable appearance is of extreme importance in an open access library; for, the first thing that creates a good impression in a reader is the trim condition of the shelves with sufficient direction guides, stack guides and shelf guides. It is a most unsightly thing in a library to see on the shelves giants, pygmies and weaklings, all in a conglomeration minus the respect due to their ordinal arrangement. Hence, all volumes which, on account of their size and weight, preclude easy handling should be kept in a separate sequence—this may be called Oversize Sequence and in such a manner that their potential energy is at a minimum. For example, the bottom-most plank throughout the book-racks may be used for this sequence. To indicate their location, their book numbers may be overlined. Pamphlets and miniature volumes may be kept in a closed sequence—this may be called Undersize Sequence and their location may be indicated similarly by the underlining of their book numbers. If this is not done, such volumes invariably get themselves squeezed and even lost, either amidst other volumes or in the pockets of the book-vandals.

#### 4623 Temporary Sequences

The above mentioned sequences by no means exhaust the sequences that should be maintained in a growing library. While these sequences are of a permanent nature, need is felt for the formation of certain temporary sequences.

#### 4624 Correction Sequence

If the library makes any attempt whatever to keep itself abreast of the times, there will be constant need to revise the class numbers assigned to the books in stock, in the light of the experience gained in serving the books to the readers and in consequence of the realignment and reorientation of the divisions of knowledge brought about now and then in the learned world. Change in cataloguing policy, which should be occasionally necessary, may require the revision of

the catalogue entries of certain books. When groups of books are segregated for correction of class number or catalogue, they have always a tendency to stay longer away from the stack-room. Special steps have to be taken to call for them at systematic intervals. It is better to make a separate sequence of them called Correction Sequence, so that they can be constantly watched and pushed forward.

#### 4625 Binding Sequence

Another factor which calls for a temporary sequence is one of necessary occurrence in a popular library, which gets its books well-used and well-thumbed. As the books get worn-out by such legitimate use, it falls to the lot of the maintenance-section to play the role of the family doctor to such books. At the right time, the maintenance-section is to send such books to the hospital on medical leave. The process of relieving them, keeping them in mind when they are patients in the bindery, and reclaiming them promptly when their treatment is over, is best regulated by looking upon them as forming a Temporary Sequence—the Binding Sequence. Here again, it is likely that more than one monthly batch will be in the hospital simultaneously. The binding sequence should therefore have a number of sub-sequences. It may also be wise to have their call numbers re-examined and reshaped before they are sent away to the bindery, as they are likely to have their call numbers marked permanently on their back in glittering letters of gold when they come back hale and healthy from their sojourn in the bindery.

#### 4626 Topical Sequence

Apart from finding for every reader his book and for every book its reader, the reference section has also to satisfy the Fourth Law, viz., "Save the time of the reader". In certain situations, the reference section can achieve maximum result in this matter, if and only if the co-operation of the maintenance-section is forthcoming.

This co-operation, the maintenance-section can and should easily offer. One of the vital reasons for maintaining the shelf register in cards on the basis of "one volume, one card," is the extreme mobility that it gives to the arrangement of books. The maintenance-section should exploit this mobility for the benefit of the readers, by freely forming Special Temporary Sequences to meet the special demands that may arise from time to time. A few concrete examples will make this clear. When a special course of lectures on educational experiments was being delivered to a large class of teachers, the syllabus of the lectures was perused in advance and in consultation with the lecturer all the books in the library that had a bearing on the course of lectures were assembled together, and put in a special cupboard as a special temporary sequence dubbed Educational Experiments Lecture Sequence. The Principle of Parallel Movement enabled the maintenance-section to form such a sequence and have easy control over it, thus enabling the reference section to serve the teachers attending the lectures with the least loss of time. Apart from the saving of time, the psychological effect was felt to be much more vital. The date on which a topical sequence may be broken up may be written on the date-label and encircled.

Every class of library, which wants to function up, will find occasion to form such Topical Sequences from time to time. Local festivals, local celebrations and any other important local event will give the occasion to the library to form such temporary topical sequences. The discussion of a Bill or any momentous resolution that may come up before the legislature may prove to be an occasion to form such a temporary topical sequence. The rush of enquirers and the pressure of time in a Legislative Council Library would make the work of the librarian inefficient, if not impossible, if such temporary topical sequences are not intelligently sensed and formed in ad-

vance and, their formation would be impossible even if they are sensed, but for the extraordinary power which is given to him by this wonderful invention, by the library profession, of this extremely mobile shelf-register-in-cards, and the equally facile Principle of Parallel Movement. Perhaps, the value of the freedom to form such temporary topical sequences at pleasure will be most appreciated in business localities, whose patrons know best the value of time and indeed look upon time as money and money as time.

#### 4627 Principle of Parallel Movement

Having been obliged to disturb the schedule order and to arrange the books in so many sequences, it is a great responsibility for the shelf-section to maintain correct order in the shelves and to see that every book is in its correct place. The mechanical apparatus invented by the library profession to secure this is what is known as the Shelf register. It is made up of cards of standard size, viz., 5 x 3 inches written on the principle—one title, one card—with the call number in the leading line. These shelf register cards are kept absolutely parallel to the books on the shelves, which means that they are to be arranged in an equal number of sequences. What is more, except when the books leave their proper place on the shelves to get into the hands of a reader, every movement of the books should be controlled and imitated by an exactly parallel movement among the shelf register cards. The discovery of this Principle of Parallel Movement has turned out to be the panacea of most of the ills in the management of the books in the library and brought in its train the inevitable genesis of the maintenance-section. The shelf register cabinet is the hub of the stock in the library and correspondingly the maintenance-section is the hub of the staff of the library.

#### 463 GUIDES

The maintenance section should put up guide-boards to places like reading room, periodicals room,

catalogue room, stack-room, etc. so that readers can by themselves find their way about in the library. Within the stack-room itself, there should be tier guides and gangway-guides which show the subjects in the respective tiers and gangways. There should also be bay-guides in each bay showing the subjects contained in it. It has been found from experience that each bay-guide may have to be in at least six lines. All the above mentioned guides may consist of thick card boards 18" x 6" covered with white paper. Each bay, whose standard width is 3 feet will require two guides. The legends, which should consist of the class numbers and their equivalents in the natural language, may be stencilled on these guide boards. Each shelf-plank also should have shelf-guides. As the standard-length of a shelf-plank is 3 feet, it is found helpful to have an average of three shelf-guides in a plank. These shelf-guides may be strips 5" long  $\frac{1}{2}$ " wide cut from white Bristol boards. Discarded catalogue-cards with one side blank may be used for cutting these strips. The shelf-guide also should give the class number and its equivalent in the natural language. Since we have said that on an average there will be one shelf-guide for every linear foot of shelf-plank, it is obvious that in a stack room accommodating 25,000 volumes, about 3,000 shelf-guides will be needed. It is not an easy matter to maintain these shelf-guides. As the books will be frequently moving forward as a result of new accessions, these shelf-guides also will have to be frequently moved forward and adjusted. This will add to the task of maintaining the shelf-guides. The best way of facilitating this work is to provide wedge-shaped grooves along the front edge of shelf plank in which the shelf-guides can be slided.

#### 4631 Adjustment of Guides

It must be a matter of prestige for the maintenance-section that no guide tells wrong tale. The shelf-guides will have to be carefully watched and adjusted, from time to time, into their proper position.

The bay-guides may not require such frequent attention. But whenever books have to be transferred from one bay to another the bay-guides should be immediately corrected. The gangway guides and the tier-guides will not require even as much renewal as the bay-guides.

#### 4632 Reshuffling

To take away from the monotony of the appearance of shelf-arrangement, to exploit the Principle of Novelty, to help every book to get its reader and to keep step with the slowly changing scale of popularity of subjects with the reading public, it will be desirable to reshuffle the disposition of the subjects in the stack-room at suitable intervals. Once in five years the whole library may have to be reshuffled. Every year some particular region may have to be reshuffled. Whenever such wholesale re-arrangement takes place, the bay-guides and the gangway-guides will have to be mostly re-written.

#### 4633 Renewal of Tags

The tags on the backs of books should be rapidly reviewed each day. The entire stack-room should be covered in this way at least once in a month. During this review, all worn-out tags should be replaced by fresh ones and the call numbers copied on them. All the newly written call numbers should be verified by somebody else or by the same person on the next day before the volumes are put back on the shelves.

#### 4634 Open Access without Guides

It is sheer callousness to adopt open access system without plenty of guides, or even if there are guides, to leave the guides unchanged in an ever-changing library. It will be frustration to readers. It will even irritate them. It will bring odium on the library staff. There is no doubt that maintenance of plenty of guides in their right places will consume considerable staff-time. Library authorities should

take this into account in providing staff. But on the side of the staff also, they should have a sense of value which is sufficiency compelling to make them feel miserable even if one guide is in the wrong place or one plank is without guides.

#### 464 NEW BOOKS

The work of absorbing the accessions of the week into the stock should be done on a weekly basis. As soon as the preparation of the new volumes of the week is over, sort them out according to their sequences. In each sequence arrange the volumes by their call numbers. Do similarly for their shelf-cards. Tally then. Books of a normal nature fit for display in the recent additions shelf should now be separated with a parallel separation of shelf-cards. These separated shelf-cards should be put in the recent additions box behind the guide "sequence 0". Take this box and the new volumes to the recent additions shelf which should be in the first row of shelves in the stack-room. Pull out all the volumes corresponding to the shelf-cards behind the guide "Sequence 2". As each volume is pulled out, turn its shelf card in its own plane through a right angle so that it stands on its shorter edge. If any volume is not to be found, trace it out. After all the books have been traced out, transfer the guide-card "Sequence 1" to the place where the guide-card "Sequence 0" is, transferring the latter to the end of the current week's cards. Put the current week's books, meant for display, on the recent additions shelf in the classified order.

#### 4641 Released Books

Hand over to the counter all the released books which have been bespoken. Take the remaining books along with the other books of the current week and shelve them in their proper places. Take out from the recent additions box the shelf-cards which are standing on their shorter edges and put them along with the shelf-cards of the weeks additions which are not to be

put on the recent additions shelf. File these cards in the proper places in the shelf-register cabinet.

#### 4642 Used Books

##### 46421 *Consulted Books*

Every hour walk round the reading room and collect the books left by readers on their respective tables after consultation. Enter the statistics in the consultation counting sheet and shelve the books in the returned books-shelf in roughly classified order. This shelf may be in the first row of shelves in the stack-room.

##### 46422 *Borrowed Books*

The books returned by members at the discharging counter should also be brought to the returned books-shelf at convenient intervals and shelved in a roughly classified order.

##### 46423 *Replacing*

Readers should be allowed to take away for consultation or loan any books lying in the returned-books-shelves. There is nothing gained by segregating them and keeping them away from the use of readers until they go back to their permanent places in the stack-room. On the other hand since the books in the replaced-books-shelves will be popular ones there is every chance that many of them will go into reader's hand in the course of the day and that the books to be actually replaced will be considerably reduced in number—resulting in the saving of the time of the staff. But the volumes which stay back in the returned-books-shelf should be replaced in their permanent places once in a day at an appointed hour. This hour should be the slackest hour in the library.

#### 4643 Correction

For all the volumes which are taken out for correction work, transfer the shelf-cards to behind the

correctly dated guide cards in the correction sequence. When these volumes come back after correction, shelve them in their proper places and file their shelf-cards also in a parallel manner. Periodically the shelf-cards in the correction sequence should be checked and steps should be taken to round off the work without undue delay.

#### 465 RECTIFICATION AND VERIFICATION

In an open access library, readers are never allowed to replace books on the shelves. They have freedom only to pick out books from the shelves. In spite of this convention, books do get mixed up as a result of the reader's browsing round the stack-room. Even apart from criminally minded people deliberately putting a book in quite a distant place, the unintended misplacements within the same shelf planks would in the long run mount up to very near chaos. Unless the books are put back in proper order periodically, readers will be put to much difficulty; nor can the library staff find books easily. The process of restoring order among the books is called Shelf-Rectification. There is also need for periodical Stock-Verification. This is normally done once in a year. This practice usually involves much disturbance in the rhythm of the work of the library. Some libraries go to the criminal extent of closing down to the public for the period of stock-verification. This practice violates all the laws of Library Science. The necessary shelf-rectification and stock-verification can be combined into a single process. In other words stock-verification will be automatically done not merely once in a year but even more than once if shelf-rectification is properly designed and correctly carried out.

#### 4651 Cycle for Shelf-Rectification

All the regions of a library may not be equally prone to disturbance by readers. The main sequence will be the most disturbed. The closed sequence will not be disturbed at all. The secondary and the tertiary

sequences will be disturbed much less than the main sequence. It is desirable that shelf-rectification should be done in the main sequence at least once in a month. That for the secondary sequence may perhaps be done once in six months. It may be enough to attend to the other sequences once in a year. However, the frequency of periodical dusting and cleaning of these four sequences should be in just the reverse order. This is because in the main sequence the books are constantly disturbed by the readers themselves and dust and insects cannot therefore accumulate very much. But in the other sequences they will accumulate.

#### 4652 Daily Quota

The daily quota of the region for shelf-rectification can be arrived at by taking the total length of shelving to be rectified and the period in which it should be done. Each day, take out the shelf register trays for the day's quota. As far as possible make the end points of the quota the end points of convenient subjects. The rectification-work should be done by two people.

#### 46521 *Checking with the Charged Tray*

One of the persons should read out, from the charged tray at the counter, the call numbers of all the book-cards lying within the range of the day's quota. As each call number is read out, the second person should turn its shelf-card through a right angle in its own plane so as to stand on its shorter edge.

#### 46522 *Other Preliminary Checking*

Do similarly for all the books of the concerned region, lying in the bespoken sequence or among the books returned or being consulted by readers.

#### 46523 *Final Checking*

Then take the trays to the region of the stack-room to be checked. One person should go on read-

ing the call numbers of the books on the shelves. The other person should go on looking up and pushing towards himself, the corresponding shelf register cards. If any shelf register card standing on its shorter edge intervenes, it must be turned down to its normal position. If the book corresponding to any shelf-card lying in the normal position is not read out by the man at the shelf, that shelf-card should be turned so as to stand on the shorter edge. The result will be that at any moment the cards that stand on the shorter edge in the checked region will be those of untraced books. On the other hand the cards which stand on the shorter edge in the unchecked region will be those of traced books. As the checking proceeds, misplaced books will happen to be read out by the man at the shelf. It may happen that the card of a misplaced book is found standing on its shorter edge in the checked region. It may then be restored to its normal state of standing on the longer edge. It may also happen, that the shelf-card of a misplaced book is in the unchecked region of the tray. If so, ask the man at the shelf to shelve the book at the proper place. If any reader takes away a book of the unchecked region of the day's quota, before he leaves the region, the shelf-card of the book may be turned so as to stand on its shorter edge. Thus there will be no obstruction whatever for readers to use any book they like when the shelf-rectification *cum* stock-verification is proceeding. As soon as the checking of the day's quota is over, enter in the investigation note book the details of the cards which stand vertically on their shorter edges and then restore the cards to their normal position. Insert the shelf register tray in its proper place.

#### 46524 *Untraced Books*

Investigate the items untraced with the aid of the investigation note book. As each item is traced, restore it to its proper place and strike out the entry in the investigation note book. The items that do not

get traced out within the year should be taken as lost books.

#### 46525 *Speed of Rectification*

Experience had shown that the classification scheme that is used is an individualising one like the Colon Classification in which the book number is designed in an organic relation to the class number, it is sufficient if the book number alone is read out. All that is needed is to have an occasional check up by reading the whole class number. Even the occasions for it are automatically indicated when some difficulty arises. The number, for the book numbers on the backs of books alone to be strictly parallel to the book numbers in the shelf-cards without the class numbers also being strictly parallel, is negligibly small. This makes shelf-rectification expeditious. Nearly a thousand volumes can be done in an hour. This means that by doing shelf-rectification work for one hour a day a cycle of 25,000 volumes can be checked in a month. The main sequence in most of the public libraries is not likely to exceed 25,000 volumes.

#### 4653 *Policy*

We have few public libraries in the country today. Even the number of institutional libraries is small. Even in the few which exist, the library is looked upon as a treasure-trove rather than a work-place. When books were manuscripts or had scarcity value they were even locked up in chains. If a chained book was lost, easily the jailor-librarian was held responsible for the loss. The practice of making the librarian pay for lost books is thus centuries old. The books lost their scarcity value only recently. The shifting of emphasis, from preserving without loss to promoting use even at the risk of loss, is coming in library-outlook only very recently in any part of the world. We are therefore passing through a transition period. Clever unscrupulous people are taking advantage of this situation. Much fuss is being made of stock verification. This is used as an opportunity for harassing and humiliating

librarians. This also proves to be a convenient handle for wreaking political, personal and other extra-mural vengeance. When the whole matter is thus passed on to the hands for wreaking political, personal and other extra-mural of politicians, members in the library profession themselves get demoralised and act as their accomplices. The parasites who live on the profession rather than live for it thrive and arrest the development of library service in the country. All this must go. A new policy must be adopted. Our public libraries, which are yet to be established, should straight away adopt the latest healthy tradition in the matter of stock-verification—indeed in regard to the very purpose of public library system. That purpose is no longer to be the preservation of every scrap of paper which blows into the library—of every copy of cheap printed books even after it is worn out by use. The purpose is to get books as widely used as possible, and even to take reasonable risks in this matter.

#### 4654 Inevitable Loss

Even with the best of safeguards, the most human treatment possible and vigilance of a high order, there will be some loss. The authorities of the library should be prepared for it. In British libraries loss of one book for an issue of 1,000 volumes is considered tolerable. Mr. W. C. Berwick Sayers, for a long time Chief Librarian of the Croydon Public Libraries, has written to us as follows on this question:

"One book for an issue of a thousand volumes is, as you say, probably a tolerable loss. (I have just discovered by a count of our shelves that in sixty years we have lost 37,000 volumes: in this time we have issued 56 million books). I should say this was about as low a loss as one could expect in a well managed library, and that in a library where there are students who very much covet certain books some of the moral questions you mention may be involved. But I like your idea of the library as a social institution in which the risk of loss should be undertaken if thereby your "first law" of library science can be completely realized."

It must be remembered in this connection that during some part of the 60 years which had been taken into account by Mr. Sayers, the library had been without open access. The fact is that loss from miscreants will take place and does take place even in libraries which have no open access. The American libraries are prepared to face even a higher percentage of loss. Modern library policy is based on the following considerations:—

1. Such a rate of loss is considered as a fair price for the enormous increase in the use of books which open access invariably stimulates.
2. Even on socio-legal-grounds they argue that it is unjust to penalize the honest folk of the community and deny them the immense benefit of open access simply because there are a few criminals in the community who could neither be detected nor prevented from their mischief.
3. On purely sociological ground, they argue that the patrons of a library are only a random sample of the community. Until the community as a whole is absolutely purified, the community will have to face the consequences of its possessing criminal-minded members. It does so in all spheres of activities. It cannot hold a contrary attitude in the sphere of library service.
4. If we remember that safeguarded open access system will not give open access to rare and valuable and irreplaceable books, loss will be most incident only in the case of ordinary books. These books are not eternal entities by any means. Hardly any of these books will be physically fit for use after being circulated about a hundred times which means for about two years. By that time many books may also be out-moded in their thought-content. If a book has served well at least

for two or three years, it becomes fit for withdrawal from circulation. The old Victorian notion that every scrap of paper once accessioned in a library should be preserved permanently and for ever is derived from a sense of property in books which originated in the medieval age when a book often meant a unique manuscript of considerable money-value also. Today the printed books do not have that money value; they are not unique; in fact, they grow out-of-date in their thought-content and are replaced by more up-to-date books from time to time. The library authorities in the West argue that it is wrong to continue in these days of cheap, rapid and plentiful printing, attitudes that were necessary in the centuries prior to the invention of printing.

5. Another ground on which open access is practised in Western libraries and in some of the libraries of India also, is based on the view that the library is a social institution. It is indeed a kind of social power-station where the minds of the members of the community are energised. The thought-energy which lies locked up in a potential state in books is transformed by libraries to a kinetic state in which it can stimulate the mind of a reader into helpful activity. Thus a library represents transformation of energy. There is a well known law in Thermodynamics that it is not possible to transform energy to an easily available state with cent per cent efficiency i. e. without some dissipation and loss. The library cannot escape this inexorable law of nature; if books are to do their job for the community, we must be prepared for loss due to wear and tear and to some extent due also to uncivic propensity in some of our brethren. Viewed in the larger context of ultimate

national economy—economy due to the enormous saving in men-hours which open access will effect in the getting of light relaxation by the people—the risk of loss involved in the introduction of open access is negligible.

6. The cost of books inevitably lost in an open access library should be written off. If the proportion of loss to the annual issue exceeds 1 to 1000, the matter should be investigated and the causes for the loss should be found out and removed. This does not mean a premium for unwariness on the part of the staff; nor does this imply that we want to free librarians from any responsibility whatever. If there is reason to suspect the *bona fides* of the staff they should certainly be sent out. If there is reasonable ground to believe that the librarian is likely to thieve, there is no objection to his being treated as a thief.

#### 4655 Open Access

It is as much an anachronism today to charge the librarian for inevitable loss, as it is to deny open access and to make the reader wait on the other side of the barrier till the book could be found by an attendant and handed over to him. With or without open access, books are liable to be mutilated and lost.

#### 46551 Mutilation

Let us take up mutilation first. One could mutilate a book only in privacy. Privacy, every reader gets when he is reading the library book either in the reading room or in his home. Even within a reading room it is impossible to have a close watch over every reader. Open access does not add much to the opportunity to mutilate books. It would be particularly so if there is adequate reference staff who personally help each reader and incidentally deny privacy

to the reader when he is in the stack-room. It is a matter of experience that mutilation in an open access system is not of a higher order than in a closed system. This means that denying open access is by no means a method of minimising mutilation. The only method to be adopted to minimise it is to turn public opinion on the problem by contacting the clientele individually, and occasionally collectively. This method is no doubt slow in results. It requires persistence; but it is a sure method. At any rate mutilation can not be used as an argument against open Access.

*46552 Loss Viewed from the Side of Books*

With regard to loss, there is no denying that risk of loss does increase with open access. It may reach an appalling dimension if open access is introduced rashly without safeguards. But during the last 50 years, the library profession has begun to practice safeguarded open access system with very good results. The following are the safeguards:—

1. All entrance and exit to the library should be strictly through wicket gates controlled by the counter staff.
2. Every other opening like windows, doors and ventilators should be fitted with weld-mesh shutters to prevent the temptation to hand out books through them.
3. Rare, specially valuable, and out-of-print books should be in a separate sequence where access is not allowed.
4. Certain kind of text-books and treatises which gain momentary abnormal examination-value or for which there is momentary craze should also be segregated and given out only on application.
5. There should be a similar segregation of pamphlets which can easily be smuggled. So much from the side of books, now we shall examine the human side.

46553 *Loss Viewed from the Human Side*

Readers fall into three classes. Those who are scrupulously honest at one extreme, those who are unclaimable criminals at the other extreme, and the majority who are in the borderland. The first category will not add to loss of books if open access is introduced. The second category will take their toll even without open access. The problem therefore reduces itself to the large number who are neither saints nor criminals by nature. The library profession has found that they can be kept on the side of honesty if the library is kept open on holidays and for long hours particularly after work hours, so that they are sure to get their reading materials whenever they are in a mood to read. Another factor which makes them true friends of the library is the provision of personal and sympathetic attention and prompt and exact service. A third helpful factor is a helpful order of books on the shelf with guides of all kinds—for the tier, gangway, bay, shelf and so on. Absence of these helps usually results in deterioration of tempo leading to criminal tendencies.

Apart from this there should also be vigilance both in the stack-room and at the counter. The safeguards needed are:

- (1) Helpful classified arrangement of books;
- (2) Helpful guides;
- (3) Helpful reference service;
- (4) Necessary staff for vigilance;
- (5) Promotion of public opinion and relation;
- (6) Extension of library hours and working days.

## 466 BINDING

An important part of maintenance work is to keep the books in a physically fit condition. The standard of artistic binding of books for private use—which means very sparing use—is quite high. But re-inforced

library binding to stand constant wear and tear has not yet come into vogue in India. Even concepts like split boards and French joints are unknown. The necessary materials of good quality are not easily available. It is therefore necessary that the most detailed specification should be given for library binding. It would be a good policy to ask the binder to take personal instruction from the librarian. While a book like Douglas Cockerell's *Some notes on book binding* will give the necessary details, a specification for library binding is given at the end of this section for ready reference. Each library should also train some member of the staff to make petty repairs. A stitch in time saves nine, as the saying goes.

#### 4661 Damaged Books

As already stated in sections 331, 33231 and 33286, the damaged books should be picked up by the counter staff and segregated for attention. It is also desirable to walk round the stack-room and pull out books which need re-binding. All the cumulated volumes of periodicals intended to be preserved will require to be bound. It is again a matter of policy whether a book should be sent to the bindery after the publishers's case is worn out or even at the beginning before it is released for circulation. We are of the opinion that the life of the book will be considerably lengthened if the latter course is adopted. If we can get books from publishers unbound in sheets, it is well and good. In Norway where few publishers agree to do so, we found that the Director of Libraries ruthlessly peeled off the publisher's cases as soon as the books arrived from the publishers. He even employs a fairly large staff to do this pealing work! In any case books in paper covers should not be released for use before being bound. At the same time every book may not need costly library binding. In the case of books of passing interest, particularly ordinary fiction which are printed on bad paper, it may be cheaper to buy additional copies than to have them bound in the library style.

## 4662 Volumes for Binding

Perhaps binding work is best done on a monthly basis. As soon as the quota for the month has been collected, arrange them in a classified order. Take out their shelf register cards and form a binding sequence of them. Scrutinise the volume from the point of view of their binding peculiarities and form them into homogenous groups. The volumes in each group being in classified order. Prepare binding slips for each of them. Make an order copy for binding from out of these slips. Ask the binder to come to the library and collate all the volumes. If any volume is defective decide whether it is worth binding, if it is, note the defects in its binding slip. Hand over the volumes to the binder. Keep the slips in the *binding box*.

## 4663 Bound Volumes

Before forwarding begins, inspect the books in the bindery to see if the specification has been fully followed. When the bound volumes come back to the library check them with the binding slips, scrutinise if the tooling has been properly done, insert the books in their proper places, merge the corresponding shelf cards in their proper places, and check the binder's bill with regard to style of binding and the rates claimed.

## 4664 Specification for Re-inforced Library Binding

*Assembling*

1. *Collation.* All books received by the contractor are to be examined and collated and any found to be imperfect or seriously damaged are to be returned unbound to the librarian. Torn leaves and plates are to be neatly repaired.

A periodical shall not be held to have been collated properly nor to be perfect, unless all the parts of a volume are bound in correct order of pagination and the usual title and contents pages and indexes are inserted in the proper places. Unless each imperfect and damaged book is report-

ed upon to the librarian and unless the librarian has instructed the contractor to proceed with the work on such books, the bill will not be paid for any such books bound or repaired.

2. *Wrappers* and advertisements in periodicals and books are to be bound in, if the contractor is instructed to do so; otherwise, they are not to be bound in.

### *Binding*

3. *Sewing.* Books printed on paper of good quality are to be sewn one sheet on (except where thinness of paper makes it necessary to sew two sheets on) with unbleached thread of suitable thickness over unbleached linen tapes. Books printed on soft, spongy or brittle paper are to have the sections lined at inner and outer folds with strips of thin but tough paper before they are sewn. All sections broken at the back are to be lined with tough paper or linen strips, and where necessary neatly overcast on modern methods of cross stitching before being sewn to the tapes. The first and last sections of all books are to be enclosed at back in linen strips. All separate leaves, plates, maps, plans, etc., are to be mounted on guards of linen or tough thin paper and to be sewn in. Pasting on is not to be permitted. Double plates are to be guarded at the fold. No charge is to be made for the first dozen plates so guarded in each book. For books up to post octavo ( $6\frac{1}{2}'' \times 3\frac{7}{8}''$ ) three tapes, one-quarter inch in width, are to be used. For books of crown octavo ( $7\frac{1}{2}'' \times 5''$ ) four tapes, one-quarter inch in width, are to be used. For books of larger sizes the number of tapes and their width are to be increased in proportion. Two of the tapes are to be placed within one inch of the head and tail of each book.

Straight-line machine stitching will not be accepted.

Books printed on calendered or heavily loaded art paper are to be reported to the librarian and a quotation sent to him for lining each leaf of such books with a lined hinge on a throw-up guard.

4. All folded maps and illustrations are to be mounted on jaconet or thin linen of good quality and to be charged for separately.

5. *End-papers.* End-papers are to be of good tough opaque paper of approved mild colour, with at least one plain white leaf between each of them and the printed matter. The end-papers are to be made with strong linen or cloth joints and to be sewn on as a section.

6. *Cutting edges.* Unless otherwise instructed the contractor is to cut edges of books accurately and to take care to leave margins as wide as possible. Unless other instructions are given, the edges are to be sprinkled or tinted with a colour harmonising with the colour of the materials used for covering.

7. *Forwarding.* Unless otherwise directed, all books should have French joints and tight or close flexible backs with the covering material attached directly to the back. Tapes are to be firmly inserted between split boards. Books bound in quarter leather or in cloth or in buckram are to have the boards slightly rounded at corners and the covering material is to be neatly folded and not mitred.

Leathers are not to be unduly pared down or unduly stretched in covering. The covering material of back is to extend over boards to at least one-sixth of the width of the book. All books should open up freely and lie flat.

8. *Lettering.* Lettering is to be impressed in best gold directly on to the material which covers the book. The lettering is to be of good size and easily readable; small lettering will not be accepted except on very thin books. No extra charge will be allowed up to and including fifty letters or/and figures.

9. *Sizes.* The size of a book is to be determined by the measurement of the board, the square of which must not exceed one-eighth of an inch in books up to crown octavo, and proportionately for larger sizes. Extra charges for thickness is to be allowed only when the

thickness of the volume exceeds one half the width of its boards. No extra charge is to be made for two or more volumes bound in one, unless the thickness of such a volume exceeds one half the width of the boards. In submitting the bills for work done, the measurement of the board should be given in inches in addition to the conventional mode of specifying the size.

10. *Alternative suggestions.* When the preceding instructions are obviously inapplicable to any book or for any reason undesirable, the contractor is to submit suggestions for binding such a book with estimate of cost.

11. *General.* The whole of the work in binding is to be carried out with due regard to the fact that the books will be subjected to hard wear and tear and that the binding is to be permanent. Special instructions, if any, given with reference to particular volumes sent for binding should be faithfully carried out.

#### *Materials*

12. *Thread.* To be of best unbleached linen of suitable thickness.

13. *Tapes.* To be of best unbleached linen, of close strong texture and of the specified width.

14. *Glue.* To be best quality flexible glue mixed with copper sulphate to keep off insects.

15. *Boards.* To be good quality mill boards.

16. *Leathers.* The contractor must guarantee or undertake to produce, when required, the guarantee of the firm supplying the leather, that all skins used (1) have been tanned in sumach or oak bark or similar vegetable stuff, or a mixture of them; (2) are free from sulphuric or other deleterious acids; (3) have been dyed with colours that are fast with respect to light as well as moisture; and (4) are genuine as described.

17. *Buckram.* To be linen buckram of best quality.

18. *Cloth.* To be good quality art canvas or imperial morocco cloth of fast colour and finish.

19. *Gold.* To be best English gold.

20. *Styles and sizes.* All combinations of the following:—

1. *Style.*

1. Half Morocco and calico.
2. Half morocco and marble.
3. Half calico and marble.
4. Full buckram.
5. Half buckram and calico.
6. Half buckram and marble.

2. *Height.*

1. 6" or less.
2. Between 6" and 8".
3. Above 8".

3. *Thickness.*

1. Less than 48 pages
2. Between 48 and 100 pages
3. Between 100 and 500 pages
4. Above 500 pages

## 47 Finance and Accounts

The task of raising money, investing funds, managing property, preparing and getting the sanctions for the budget and all other financial matters relating to a public library usually fall to the share of the Local Body which is the Local Library Authority. Nevertheless there may be some amount of financial work that falls to the share of the library. It will have to do initial work in the framing of the budget. This will have to be done according to the standing instruction of the Local Body. So also it is in regard to accounts. We shall deal here only with the work of primary book-keeping which must be done by the

library staff and even here to confine ourselves only to what is distinctively of library nature. Matters relating to pay-bill, permanent advance, miscellaneous receipts, etc. will be regulated by the standing orders prevailing in the Local Body.

#### 471 DOUBLE PAYMENT

One of the dangers which must be specially watched is double payment. As books and periodicals dribble in, all through the year, special effort is necessary to avoid double payment. Some kind of automatic check which does not depend on memory is necessary. With regard to books, control by book-order-cards as described in section 423 will prove effective. If a book arrives and there is no book-order-card for it, you should not improvise a card in order to accept the book. You must have complete trust in the cards-file. Card system of this kind can work only if every routine is carried out thoroughly and faithfully at every stage. If the card is not in the order tray, the presumption should be that the book had already arrived and that the order card had been taken out. It might be lying in the sequence corresponding to the current week's arrival or it might have been already converted into an accession card and filed in the proper place. In the latter case the card will show the date of payment and the number of the voucher of payment. In the case of a periodical, the routine suggested in section 4363 will, if faithfully carried out, prevent double payment.

#### 472 BILLS REGISTER

Another danger in dealing with supplies which dribble in day after day is that certain supplies are neglected and never paid, at any rate not promptly paid. The best way to control this is to have a properly designed register of bills. As soon as bills are received, couple each bill with its duplicate if any. Group the bills by the parties to whom payment should be made. Arrange the bills in each party's group by

the numbers of the order to which they relate. To make this easy the parties should be instructed never to include in any one bill supplies made relating to more than one order. Register the bills in the order in which they have been thus brought. Post the register number at the right hand top corner of the bill as well as its duplicate. Then comes the passing of the bills with reference to order-cards for books and register-cards for periodicals as described in sections 423 and 4363.

#### 473 ARRANGEMENT OF THE BILLS

Tie together all the bills payable to one party. Verify the total of each bill. On the back of the last sheet of the bunch of bills write the total of each sheet in successive order and total up the figures. Get the posting of the figures and the grand total verified by another person or by yourself at some later time. This must be done both for the original and for the duplicate copy of the bills. If a bill has no duplicate, the duplicate copy must be prepared. Put the pay order stamp in a convenient place on the last sheet of the bunch of bills. Also at the bottom of each sheet of the bunch put the stamp "Included in voucher number . . ." Write the amount in words in the imprint of the pay order stamp. Write the pay order inclusive of remittance charges, if any, at the end of the office copy of the bill. Arrange the bunches in a convenient order according to the nature and amount of payments.

#### 474 VOUCHER

Enter each bunch in a separate line of the register of payments in serial order. The serial number which it gets in the register of payments is called voucher-number. Write the voucher-number in the fair copy as well as the office copy of each bunch of the bills and also at the bottom of each sheet in a bunch. Then the voucher is ready for payment. The voucher-number begins with "1" at the beginning of each financial year.

## 475 POSTING OF VOUCHER NUMBER

It is at this stage that the voucher numbers should be posted in all the accession cards of the books and the register cards of the periodicals concerned.

## 476 ALLOCATION: REGISTER

It will be necessary to watch the progress of payment for books and periodicals so that the amount allocated for each subject is not exceeded. This is controlled by allocating the amount of each voucher to the different subjects under the heads "books" and "periodicals" in a special allocation register.

## 477 FORMS AND REGISTERS

**S9771.** *Bills Register.* Printed. 10 point type. 21 lb. printing paper. White. Bound book. Folio pagination. 30 lines per page. The text above the column headings and the column headings are to be:—

(Name of library) Register of Bills Received in...

Register No. of Bill (½") ; Date of receipt of Bill (½") ; Outside date (½") ; Outside number (½") ; From whom (2") ; Purport—Books or Periodicals and main class symbols (1½") ; Amount (1") ; initials (½") ; Amount (1") ; Draft requisition date; initials (½") ; Script No. and Date (½") ; Script received date; initials (½") ; P. O., M. O. No. (½") ; Despatch date; initials (½") ; Acknowledgement reminder date; initials (½") ; Acknowledgement receipt date; initials (½") ; Acknowledgement filing; initials (½") ; Remarks.

**S9774.** *Payments Register.* (Books and Periodicals) Printed. 10 point type. Ledger paper. White. Bound book. Folio pagination. 20 lines per page. The text above the column headings and the column headings are to be as follows:—

(Name of the library) Payment Register—Books and periodicals (Year) ; Date (½") ; Voucher No. (½") ;

Bill No. (1'') ; Bill date (2'') ; Party and place (3½'') ; Books (2'') ; Periodicals (2'') ; Subjects symbols (3'') ; Remarks.

**S9776. Allocation Register.** Printed 10 point type. 21 lb. printing paper. White. Bound book. Folio pagination. 30 lines per page. The text above the column headings and the column headings are to be:—

(Name of library) Allocation Register (Year)

Month and week (½'') ; Voucher No. (1'') ; Different currencies in which payment is claimed (1" for each currency) ; Different currencies in which payment is claimed for periodicals (1" for each periodical) ; Total (1" for each currency) ; Remarks.

There should be one folio page for each subject and the page allotment should be written next to the name of the subject.

#### 48 Files

The call numbers for files of various kinds have been given in section 38 of Chapter 3 and at the end of sections whose numbers end with 8 in Chapter 4. These numbers are the same as those given in our *Library administration*. Wherever 'subject device' is added after a file number, the file number should be amplified by the class number for the subject concerned. For example, 23 is the number for order files. 23R will be the number for order files relating to books in Philosophy. Similarly 34 is the class number for files relating to current periodicals. 34R will be the number for files relating to current periodicals in Philosophy. 21 is the number for files on standing vendors. 23P15 will be the number for files on standing vendors for Sanskrit Books. A full account of the theory of filing will be found in section 08 of our *Library administration*.



# CHAPTER 5

## Classification

Section 51 gives the class numbers by the Colon and Decimal Schemes for some of the subjects which are likely to recur in public libraries. To classify other subjects use must be made of *Colon classification*, edn. 3, 1950 (Rs. 12) or *Decimal classification*, edn. 15, 1950 (Rs. 75) according to the scheme adopted.

Section 52 gives the schedules of common subdivisions in both the schemes.

Sections 53 to 55 give extracts from the schedules of geographical areas, languages and chronological divisions.

Section 56 is on book numbers.

Section 57 illustrates the use of the above schedules.

### 51 Class Numbers

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
	Generalia		B325	Integral	517.3
1	Bibliography	01	B5	Trigonometry	514
2	<b>Library Science</b>	<b>02</b>	B52	Plane	514.5
214	Administration	025	B6.5	Geometry	
2151	Classification	025.4	B6.6	Descriptive	515
2155	Cataloguing	025.3	B6.6.1	Pure	513
216	Circulation work	025.6	B62	Mensuration	511.8
217	Reference service	025.5	B62.2	Plane	513.1
211	National library	027.5	B62.2	Analytical	510.1
22	Public library	027.4	B62.2.2	Conics	
221	Rural library	027.4224	B62.2.2	Analytical	510.22
225	City library	027.4222	B62.2.2.6	Pure	513.22
231	Children's library	027.625	<b>B7</b>	<b>Mechanics</b>	<b>531</b>
254	Hospital library	027.662	B71	Solid	
3	Encyclopaedia	03	B71.2	Dynamics	531.3
4	Institution	06	B71.3	Statics	531.2
5	Periodical	05	B75	Liquid	532
63	Exhibition	069.53	B75.2	Hydrodynamics	532.5
64	Museum	069	B75.3	Hydrostatistics	532.2
7	Biography	91	<b>B9</b>	<b>Astronomy</b>	<b>52</b>
8	Year-book		B9.1	Chronology	529
9	Work		B9.17	Calendar	528
<b>A</b>	<b>Science (General) 5</b>		B9.18	Era	529.2
			B9.8	Cosmogony	523.1
<b>B</b>	<b>Mathematics</b>	<b>51</b>	B91	Earth	
B1	Arithmetic	511	B92	Moon	523.3
B2	Algebra	512	B93	Sun	523.2
B3	Analysis		B94	Planet	523.7
B32	Calculus	517	B95	Meteor and comet	523.5
B321	Differential	517.2	B96	Star	523.6
					523.8

C. C. number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
	<b>Physics</b>	<b>53</b>	D6:72	Hoisting	621.862
8	Practical Properties of matter	530.765	D6:73	Conveying	621.867
1	Solid	539.2	D6:74	Pressing	
16	Crystal	548.2	D6:8	Workshop	621.9
5	Liquid	532.1	D6:811	Planing	621.91
5:61	Capillarity	532.6	D6:812	Planer	621.91
5:62	Surface tension	532.6	D6:813	Shaper	621.912
5:63	Viscosity	532.1	D6:814	Slotting	621.912
8	Gas	533	D6:82	Grooving	621.91
8:6	Vacuum		D6:821	Turning	621.94
	Sound	534	D6:824	Lathe	621.942
	Heat	536	D6:825	Screw cutting	621.882
	Radiation	535	D6:825	Milling	621.91
3	Spectroscopy	535.84	D6:831	Saw	621.93
1	Light	535	D6:835	Shear	621.96
2	Ultra violet ray	535.6	D6:84	Perforating	621.95
3	X-ray	537.53	D6:841	Punching	621.96
6	Infra-red ray	535.6	D6:8418	Multiple punching	
7	Hertzian Wave		D6:845	Drilling	621.932
2	Electricity	537	D6:851	Filing	621.92
3	Current	537.5	D6:852	Emery wheel	621.923
3	Statical	537.2	D6:853	Grind stone	621.922
	Magnetism	538	D6:854	Abrasive	621.92
1	Kinetic theory	533.7	D6:86	Bending and straightening	621.98
19	Electron theory	541.2	D6:87	Hammer	621.97
1	Quantum theory	530.1	D6:88	Crushing	621.92
10	Relativity	530.1	D6:9	Others (by Subject Device)	
			D6:9D2	Excavating	621.86
			D6:9D8	Pumping	621.64
	<b>Engineering</b>	<b>62</b>	D6:9M14	Printing	681.62
	Building		D6:9M7	Textile	677.0285
	Irrigation	626.8	D6:9MC4	Refrigerating	621.56
	Mining	622	D6:9MJ38	Flouring	621.92
	Transport (track)	625	D6:9MJ	Rice husking	631.3613
11	Highway	625.7	D6:2	Principles of mechanism and special devices	621.8
15	Railroad	625.1	D6:21	Shafting	621.823
2:8	Harbour	627.2	D6:211	Shaft	
	Transport (vehicle)	609	D6:2115	Flexible shaft	621.823
121	Cart		D6:212	Bearing	621.822
125	Cycle	629.2272	D6:2121	Journal bearing	621.821
13	Motor	629.2	D6:2122	Pillow block, hunger bracket	621.822
15	Railway carriage	699	D6:213	Pivot bearing	621.822
25	Ship	623.873	D6:214	Collar bearing	621.822
25	Submarine	623.825	D6:215	Ball and roller bearing	621.822
3	Air vehicle	629.133			
31	Ditigible	629.1332			
35	Aeroplane	629.1334			
	<b>Mechanical Engineering</b>	<b>621</b>	D6:22	Belt gearing	621.852
6	Machinery		D6:221	Pulley	621.856
7	General machinery		D6:222	Belting	621.851
71	Lift	621.87774	D6:224	Belt shifter	
711	Jack, derrick	621.872	D6:225	Rope transmission	621.853
712	Elevator	621.877	D6:226	Chain gearing	621.855
				Link belting	621.84

CLASSIFICATION

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
D623	Toothed gearing, cam	621.83	D8551	Mechanical treatment	628.16
D624	Screw	621.8332	D85511	Settling	628.16
D625	Spring	621.82	D85512	Filtration	628.16
D626	Valve gear	621.84	D855121	Natural	628.16
D627	Lubrication	621.89	D855122	Sand	628.16
D6401	Governor, regulation and control		D855128	Domestic filter	
D6292	Speed and revolution indicator		D8552	Physical treatment	628.16
D6296	Dynamometer	531.21	D85525	Ultra-violet ray	628.16
D633	Hydraulic engineering	621.2	D85526	Electrical	628.16
D6351	Water wheel	621.21	D8553	Chemical treatment	628.16
D6353	Piston engine		D856	Distribution	628.1
D6355	Turbine	621.24	D8561	Pumping station	628.17
D638	Pneumatic engineering	621.5	D8562	Water tower	628.13
D6381	Windmill	621.45	D8564	Pipes	628.13
D6385	Turbine		D85641	Main pipe	628.15
D6387	Compressed air	621.42	D85645	House connection	628.17
D64	Heat engine	621.4	D85698	Prevention of waste	628.17
D641	Steam engine	621.1	D86	Sewage	628.2
D643	Piston engine	621.652	D862	House connection	628.25
D645	Turbine	621.165	D864	Sewer	628.22
D646	Internal combustion engine	621.4	D865	Pumping station	628.29
D6463	Oil engine	621.4342	D8662	Sewage disposal	628.3
D6466	Diesel engine	621.436	D8664	Irrigation, sewage farm	628.36
D6467	Gas engine	621.4341	D8665	Disposal into streams, etc.	628.3
D6468	Hot air engine	621.41	D8666	Purification	628.3
D66	Electrical engineering	621.3	D88	Septic tank	
D6615	Illumination	621.32		Municipal refuse and waste	628.2
D663	Direct current	621.3132	D882	House collection	628.25
D664	Alternating current	621.3133	D885	Street cleaning	628.47
D665	Weak current	621.38	D886	Refuse disposal	628.4
D66547	Telegraphy	621.382	E	Chemistry	54
D66548	Telephone	621.385	E : 1	General	54
D666	Wireless, high frequency	621.384	E : 2	Physical	541.3
D66645	Television	621.388	E : 22	Solution	541.3
D666465	Broadcasting	621.384193	E : 235	Colloid	541.3
D7	Atomic power		E : 24	Thermochemistry	541.3
			E : 25	Photochemistry	541.3
D8	Municipal and sanitary engineering	628	E : 26	Electrochemistry	541.3
D85	Water supply	628.1	E : 27	Magnetochemistry	541.3
D8514	Underground	628.11	E : 28	Stereochemistry	541.6
D85141	Well	628.11	E : 3	Analytical chemistry	
D85144	Artesian well	628.11		Synthesis	545.9
D8517	River	628.11		Extraction	
D8518	Reservoirs, tank, lake	628.13	E : 7	Biochemistry	574.1
D854	Pollution	628.16	E : 8	Manipulation	542.2
D855	Purification	628.16	E1	Inorganic	546
			E2	Basic oxide	541.4

LIBRARY MANUAL

C. ber	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
	Tailoring	687.1	Δ:24	Karma	
	Masonry	693	Δ:25	Bhakti	
	Photography	77	Δ:26	Raja	
	Leatherwork	675	Δ:28	Siddha	
	Ropemaking	677.7			
	<b>Animal husbandry</b>	<b>636</b>	<b>N</b>	<b>Fine Arts</b>	<b>7</b>
	Dairy	637	N 1	Architecture	72
71	Milk	637.1	N 1:1	Town planning	711
73	Butter	637.2	N 2	Sculpture	73
2	Fishery	639.3	N 3	Engraving	76
2	Poultry	636.5	N 4	Graphic art	74
2	Horse	636.1	N 5	Painting	75
1	Pet animals	636	N 7	Dance	793
1	Dog	636.7	<b>N 8</b>	<b>Music</b>	<b>78</b>
2	Cat	636.8			
1	Bee	638.1	N 82	Wind instrument	788
1	Silkworm	638.2	N 822	Flute	788.5
1	Shorthand	653	N 829	Harmonium	786.9
1	Physical training	796	N 83	Stringed instrument	787
1	Calisthenics	796.41		Veena	787.4
1	Heavy exercise	796.43	N 831	Violin	787.1
1	Gymnastics	796.4	N 832	Piano	786.2
1	Athletics	796	N 834	Percussion instrument	
1	Football	796.33	N 84		780.1
1	Tennis	796.34		Drum	789
1	Badminton	796.34	N 841	Vocal	784
1	Cricket	796.35	N 891	Theatre	792
1	Competitive sport	796.07	N 91	Cinema	
1	Aquatic sport	797	N 915	Talkie	778.5344
1	Swimming	797.2	N 9153	Kalakhshepa	
1	Indoor game	793	N 918		
1	Card play	795.4	<b>O</b>	<b>Literature</b>	<b>8</b>
1	Jugglery	793.5			
1	Animal racing	793.8			
1	Hunting	799.2			
1	Scouting	369.43			
1	Stamp collection	883.22			
	<b>Spiritual experience and mysticism</b>	<b>189.5</b>	<b>O</b>	<b>English literature</b>	<b>82</b>
	Breath control		O-1	English poetry	821
	Occultism	149.3	O-1K05	John Milton	821.47
	Spiritualism	130.1033	O-1K08:6	Paradise lost	821.47
	Prophecy	133.3	O-1K88	Alexander Pope	821.53
	Physiognomy	138	O-1M09	Alfred Tennyson	821.81
	Palmistry	133.6	O-1L09	Elizabeth Barret	
	Phrenology	139		Browning	821.82
	Astrology	133.5	O-1M12	Robert Browning	821.83
	Omen	133-334	O-1M61	Rabindra Nath	
	Magic and witchcraft	133.4		Tagore	821.91
	Hindu yoga		O-1M84	John Drinkwater	821.91
	Hatha		O-1M85	Erza Pound	82.91
	Jnana		<b>O-2</b>	<b>English Drama</b>	<b>822</b>
			O-2J64	William Shakespeare	822.33

In what follows English is taken as the favoured language

# CLASSIFICATION

C. C. Number	Subject	D. C. Number
O-2J64:5	Tragedies of Shakespeare	822.33
O-2J64:51	Hamlet	822.33
O-2J64:	Criticism of	
5119	Hamlet	822.33
O-2L51	Sheroidian	822.65
O-2M57	Bernard Shaw	822.91
O-2M60	James Barrie	822.91
O-2N69	Stephen Spender	821.91
<b>O-3</b>	<b>English fiction</b>	<b>823</b>
O-3L71	Walter Scott	823.73
O-3M11	William Makepeace Thaekray	823.82
O-3M12	Charles Dickens	823.7
O-3M20	George Elliot	823.89
O-3M29	George Meredith	823.89
O-3M40	Thomas Hardy	823.89
O-3M64	Rudyard Kipling	823.91
O-3M74	G. K. Chesterton	823.91
O-3N69	Stephen Spender	823.91
<b>O-4</b>	<b>English essays</b>	<b>824</b>
<b>O15</b>	<b>Sanskrit literature</b>	
<b>O15:1</b>	<b>Sanskrit poetry</b>	<b>891.2</b>
O15:1Do	Kalidasa	891.21
G15:1Po	Jayadeva	891.21
<b>O15:2</b>	<b>Sanskrit drama</b>	<b>891.22</b>
O15:2D35	Bhāsa	891.22
O15:2D40	Kalidasa	891.22
O15:2D42	Dinnaga	891.22
O15:2D60	Harsha	891.22
O15:2D70	Bhavabhuti	891.22
O15:2D63	Murari	891.22
<b>O152</b>	<b>Hindi literature</b>	<b>891.43</b>
<b>O152:1</b>	<b>Hindi poetry</b>	<b>891.43</b>
O152:1J32	Tulsi Das	891.43

The Colon Numbers for a book in the main class Literature are to be constructed by the classifier on the above model with the aid of:

- (1) the language schedule given in section 54.
- (2) the chronological schedule given in section 55 and the following schedules of literary forms:—1. Poetry, 2. Drama, 3. Fiction, 4. Letters, 5. Oration, 6. Prose and 7. Campu.

C. C. Number	Subject	D. Num
	In the case of literature in the quoted language of the library, language number may be replaced a hyphen. The following table shows the order in which various numbers should be assembled.	

O [Language number] : [Form number] [Author number] : [Work number]

The work number is got by arranging the works either in a chronological order if possible or in any other order and numbering them 1, 2, 3 . . . If number of works is less than 9 or numbering them 11, 12 . . . 18, 21, 22, 28, 31, 32 . . . if their number is greater than 8. The use of common divisions is explained in section 52.

## P      Linguistics      4

In what follows English is taken the favoured language

## P-      English linguistics 42

P- : D	Old English	429
P- : E	Middle English	42
P- : J	<b>Modern English</b>	42
P- : Jt	Modern English phonology	421
P- : Jz	Modern English morphology	422
P- : J3	Modern English syntax	425.2
P- : J4k	Modern English dictionary	423

## P 15 : A      Vedic grammar      491.2

## P 15 : C      Classical Sanskrit linguistics      491.2

P15 : Cx1	Panini	491.2
P15 : Cx12	Patanjali	491.2

The colon numbers for a book in the main class linguistics are to be constructed on the above model by the classifier with the aid of the language schedule given in section 54.

## Q      Religion      2

Q:1	Mythology	2
Q:2	Scripture	2
Q:25	Sayings	2
Q:26	Traditions	2
Q:3	Theology	2

LIBRARY MANUAL

C. ber	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
	Tailoring	687.1	△:24	Karma	
	Masonry	693	△:25	Bhakti	
	Photography	77	△:26	Raja	
	Leatherwork	675	△:28	Siddha	
	Ropemaking	677.7			
	<b>Animal husbandry</b>	<b>636</b>	<b>N</b>	<b>Fine Arts</b>	<b>7</b>
	Dairy	637	N 1	Architecture	72
71	Milk	637.1	N 1:1	Town planning	711
73	Butter	637.2	N 2	Sculpture	73
2	Fishery	639.3	N 3	Engraving	76
2	Poultry	636.5	N 4	Graphic art	74
2	Horse	636.1	N 5	Painting	75
1	Pet animals	636	N 7	Dance	793
1	Dog	636.7	<b>N 8</b>	<b>Music</b>	<b>78</b>
2	Cat	636.8			
1	Bee	638.1	N 82	Wind instrument	788
1	Silk-worm	638.2	N 822	Flute	788.5
	Shorthand	653	N 8291	Harmonium	786-9
	Physical training	796	N 83	Stringed instrument	
	Calisthenics	796.41			787
	Heavy exercise	796.43	N 831	Veena	787.4
	Gymnastics	796.4	N 832	Violin	787.1
	Athletics	796	N 834	Piano	786.2
11	Football	796.33	N 84	Percussion instrument	
11	Tennis	796.34			789.1
12	Badminton	796.34	N 841	Drum	789
11	Cricket	796.358	N 891	Vocal	784
	Competitive sport	796.07	N 91	Theatre	792
	Aquatic sport	797	N 915	Cinema	
	Swimming	797.2	N 9153	Taekie	778.5344
	Indoor game	793	N 918	Kalakbsheps	
	Card play	795.4			
	Jugglery	793.5			
	Animal racing	798.8			
	Hunting	799.2			
	Scouting	369.43			
	Stamp collection	883.22			
	<b>Spiritual experience and mysticism</b>	<b>189.5</b>	<b>O</b>	<b>Literature</b>	<b>8</b>
	Breath control				
	Occultism	149.3	O-1Ko8	John Milton	821.47
	Spiritualism	130.1033	O-1Ko8;6	Paradise lost	821.47
	Prophecy	133.3	O-1K88	Alexander Pope	821.53
	Physiognomy	138	O-1M09	Alfred Tennyson	821.81
	Palmistry	133.6	O-1L09	Elisabeth Barret	
	Phrenology	139		Browning	821.82
	Astrology	133.5	O-1M12	Robert Browning	821.83
	Omen	133-334	O-1M61	Rabindra Nath	
	Magic and witchcraft	133.4		Tagore	821.91
	Hatha		O-1M84	John Drinkwater	821.91
	Jnana		O-1M85	Ernest Pound	821.91
			<b>O-2</b>	<b>English Drama</b>	<b>822</b>
			O-2J64	William Shakespeare	822.33

In what follows English is taken as the favoured language

# CLASSIFICATION

C. C. Number	Subject	D. C. Number
O-2J64:5	Tragedies of Shakespeare	822.33
O-2J64:51	Hamlet	822.33
O-2J64:	Criticism of	
51:9	Hamlet	822.33
O-2L31	Sheridan	822.65
O-2M57	Bernard Shaw	822.91
O-2M60	James Barrie	822.91
O-2N09	Stephen Spender	822.91
O-3	<b>English fiction</b>	<b>823</b>
O-3L71	Walter Scott	823.73
O-3M11	William Makepeace Thackeray	823.82
O-3M12	Charles Dickens	823.82
O-3M20	George Elliot	823.89
O-3M29	George Meredith	823.89
O-3M40	Thomas Hardy	823.89
O-3M64	Rudyard Kipling	823.91
O-3M74	G.K. Chesterton	823.91
O-3N09	Stephen Spender	823.91
O-4	<b>English essays</b>	<b>824</b>
O15	<b>Sanskrit literature</b>	
O15:1	<b>Sanskrit poetry</b>	<b>891.2</b>
O15:1D0	Kalidasa	891.21
O15:1P0	Jayadeva	891.21
O15:2	<b>Sanskrit drama</b>	<b>891.22</b>
O15:2D35	Bhasa	891.22
O15:2D40	Kalidasa	891.22
O15:2D42	Dinnaga	891.22
O15:2D60	Harsha	891.22
O15:2D70	Bhavabhuti	891.22
O15:2D63	Murati	891.22
O152	<b>Hindi literature</b>	<b>891.43</b>
O152:1	<b>Hindi poetry</b>	<b>891.43</b>
O152:1J32	Tulsi Das	891.43

The Colon Numbers for a book in the main class Literature are to be constructed by the classifier on the above model with the aid of:

- (1) the language schedule given in section 54;
- (2) the chronological schedule given in section 55 and the following schedules of literary forms:—1. Poetry, 2. Drama, 3. Fiction, 4. Letters, 5. Oration, 6. Prose and 7. Campu.

C. C. Number	Subject	D. Numbr
	In the case of literature in the quoted language of the library, language number may be replaced a hyphen. The following table shows the order in which various numbers should be assembled.	

O [Language number] : [Form number] [Author number] : [Work number]

The work number is got by arranging the works either in a chronological order if possible or in any other order and numbering them 1, 2, 3 . . . If number of works is less than 9 or numbering them 11, 12 . . . 18, 21, 22, 28, 31, 32 . . . if their number is greater than 8. The use of common divisions is explained in section 52.

## P      Linguistics      4

In what follows English is taken the favoured language

## P-      English linguistics 42

P- : D	Old English	429
P- : E	Middle English	42
P- : J	<b>Modern English</b>	<b>42</b>
P- : J1	Modern English phonology	421
P- : J2	Modern English morphology	422
P- : J3	Modern English syntax	425.2
P- : J4k	Modern English dictionary	423

## P 15 : A      Vedic grammar      491.2

## P 15 : C      Classical Sanskrit linguistics      491.2

P 15 : Cx1 Panini	491.2
P 15 : Cx12 Patanjali	491.2

The colon numbers for a book in the main class linguistics are to be constructed on the above model by the classifier with the aid of the language schedule given in section 54.

## Q      Religion      2

Q:1	Mythology	2
Q:2	Scripture	2
Q:25	Sayings	2
Q:26	Traditions	2
Q:3	Theology	2

C. ber	C. umber	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
		God	2	Q141	Saunakiya	291.1
	2	Acasara	2	Q141:24	Prasna upanishad	291.1
	3	Avatar	2	Q141:25	Mundaka upani- shad	291.1
	1	Angel, devil, etc.	2	Q141:26	Mandukya upani- shad	291.1
	1	Founder of religion	2			
	1	Religions practice	2			
	1	Personal	2			
	7	Namavalli	2			
	3	Sacred formulæ	2	Q2	Hinduism (Post- Vedic)	294.5
	72	Ritual	2			
71	73	Pilgrimage	2	Q21	Smartism	294.5
		Sacrament	2	Q21:21:21	Purushasuktam	294.5
		Holy day	2	Q21:22	Puranas	294.5
		Public Worship	2	Q21:22:21	Brahma	294.5
		Sacrifice	2	Q21:22:22	Markandeya	294.5
		Holy water	2	Q21:22:23	Bhavishya	294.5
		Religious institu- tion	2	Q21:22:24	Bhavishyottara	294.5
		Religious sect	2	Q21:22:25	Vamana	294.5
				Q21:22:25:1	Brahuranda	294.5
					Adhyatma Rama- yana	294.5
		<b>Hinduism (Vedic)</b>	<b>291.1</b>	Q11:3:252	Rama Gita	294.5
		Samhita	291.1	Q11:226	Yogavasishta	
		Brahmana	291.1		Ramayana, Jnana- vasishta	294.5
		Aranyaka	291.1	Q21:227	Ananda Ramayana	294.5
		Upanishad	291.1	Q21:228	Abduta Ramayana	294.5
		Kalpa Sutra	291.1			
		Rigvedic religion	291.1			
		Aitreyin	291.1	Q22	Vaishnavism	294.55
	22	Keusatakin	291.1			
		Sankhavana Brah- ma	291.1	Q22:wx1:1	Mahipati : Bhakta- rjaya	294.55
		Yajurvedic reli- gion	291.1	Q22:wx1:2	Mahipati : Bhakta- Namrtta	294.55
		Black	291.1	Q22:wx2	Chandradatta : Bhak amala	294.55
		Taittiriya	291.1	Q22:22	Vaishnava Puranas	294.55
24		Ekagnikanda, Man- traprasna Mantra- pata	291.1	Q22:22:1	Pacma	294.55
	25	Narayana upani- shad	291.1	Q22:22:11	Siva Gita	294.55
	26	Swastaswara	291.1	Q22:22:2	Visnu	294.55
		Mathyandina	291.1	Q22:22:3	Bhagavata	294.55
	22	Satapata Brahmana	291.1	Q22:22:4	Natada	294.55
	24	Brahadaranyana		Q22:22:11	Narada-upa- panas	294.55
		upanishad	291.1	Q22:22:5	Brahma Valva- rtha	294.55
	25	Isavasya upani- shad	291.1	Q22:22:6	Varaha	294.55
		Samavedic	291.1	Q22:22:7	Garuda	294.55
		Tandin	291.1	Q22:22:7:1	Vishnu harmot- tara	294.55
	225	Chandogya Brah- man	291.1	Q22:22:8	Haritamsa	294.55
	24	Chandogya upani- shad	291.1	Q22:22:9:1	Kalki	294.55
		Jaiminiya	291.1	Q22:22:9:2	Narasimha	294.55
	24	Kena upanishad	291.1	Q22:22:9:3	Bhargava	294.55
		Atharvavedic reli- gion	291.1	Q22:41:7:1	Nalayira bandha	294.55
	2	Gopatha Brahmana	291.1	Q22:	Vishnu sahasra- nama	294.55
				4173:1		

CLASSIFICATION

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. Nu
<b>Q23</b>	<b>Salvism</b>	<b>294.55</b>	<b>Q4</b>	<b>Buddhism</b>	<b>293</b>
Q23:211	Sekkizhar : <i>Peria-puram</i>	294.55	Q41	Hinayana	293.
Q23:2111	Rudra	294.55	Q41:2	Tripitaka	293.
Q23:2112	Camaka	294.55	Q42	Mahayana	293.
Q23:22	Puranas	294.55	Q5	Judaism	296
Q23:221	Ragni	294.55	<b>Q6</b>	<b>Christianity</b>	<b>2</b>
Q23:222	Agni	294.55	Q6:21	Bible	22
Q23:223	Linga	294.55	Q6:22	Old Testament	221
Q23:224	Ganesa	294.55	Q6:23	New Testament	225
Q23:2244	Ganesa Gita	294.55	Q6:231	St. Matthew	225.
Q23:225	Matsya	294.55	Q6:232	St. Mark	225.
Q23:226	Skanda	294.55	Q6:233	St. Luke	225.
Q23:2261	Suta Samhita	294.55	Q6:234	St. John	225.
Q23:2262	Brahma Gita	294.55	<b>Q7</b>	<b>Mohammedanism</b>	<b>297</b>
Q23:227	Kurma	294.55	Q7:21	Quran	297
Q23:2271	Iswara Cita	294.55	<b>R</b>	<b>Philosophy</b>	<b>1</b>
Q23:228	Saura	294.55	R1	Logic	16
Q23:2291	Siva	294.55	R11	Induction	161
Q23:417x1	Tevaram	294.55	R12	Deduction	162
Q232	Agamic Saivism	294.55	R2	Epistemology	12
Q233	Kashmir Saivism	294.55	R3	Metaphysics	11
Q234	Virasalvism	294.55	R4	Ethics	17
<b>Q24</b>	<b>Ganepatyism</b>	<b>294.55</b>	R4:Q2	Hindu ethics	
<b>Q25</b>	<b>Saktaism</b>	<b>294.551</b>	R5	Aesthetics	
Q25:11	Sankara <i>Sann-daryalakshmi</i>	294.55	<b>R6</b>	<b>Indian Philosophy</b>	<b>181.</b>
Q25:2115	Sriiakftam	294.551	R61	Hindu philosophy	181.
Q25:2116	Durgasuktam	294.551	R62	Nyaya, Vaisesika	181.
Q25:28	Puranas	294.551	R621	Vaisevika	181.
Q25:221	Devibhagavata	294.551	R625	Nyaya	181.
Q25:222	Brahaddharma	294.551	R63	Sankhya, Yoga	181.
Q25:223	Kalika	294.551	R631	Sankhya	181.
Q25:225	Lalitopakhyana	294.551	R635	Yoga	181.
Q25:2291	Devimahatmya	294.551	R64	Purva mimamsa	181.
Q25:4173	Lalitasahasranama	294.551	R641	Bhatta mimamsa	181.
			R645	Prabhakara mi-mamsa	181.
<b>Q26</b>	<b>Shanmukaism</b>	<b>294.55</b>			
Q28	Sauraism	294.55	<b>R65</b>	<b>Vedanta</b>	<b>181.</b>
Q28:22	Puranas	294.55	R65:0	Upanishads	181.
Q28:221	Aditva	294.55	R65:271	Brahadaranyaks	181.
Q28:322	Samba	294.55	R65:31	Chandogya	181.
Q29:8	Vikaja god wor-shippers	294.55	R65:5	Brahma Sutra	181.
			R65:6	Baghavad Gita	181.
<b>Q3</b>	<b>Jainism</b>	<b>294.4</b>	<b>R66</b>	<b>Advaita</b>	<b>181.</b>
Q31	Swetambara	294.4	R663	Pratyabhigna (Kashmitian)	181.
Q31:211	Anga	294.4	<b>R67</b>	<b>Visistadvalta</b>	<b>181.</b>
Q31:212	Upanga	294.4	R672	Vaishnava	181.
Q31:213	Prakirna	294.4	R673	Salva Siddhanta	181.
Q31:216	Mulasutra	294.4			
Q32	Digambara	294.4			

**LIBRARY MANUAL**

C. mber	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
	<b>Dvaita</b>	<b>181.4</b>		<i>Examples</i>	
	<i>Note : R66 to R68 may be further divided as R65.</i>				
	Other Indian schools	181.4	S1:43 S38:5	Memory of children 136.7 Emotion of old people 136.53	
	Charvaka	181.4	S55:76	Intuition of women 136.1	
	Jaina	181.4	S61:75	Temperament of genius 151.124	
	Buddhistic	181.4	S65:796	Drug habit of criminals 132.6	
	<b>Psychology</b>	<b>15</b>		<b>Schools of Psychology</b>	
	Sensation	152	SM	Experimental 150.72	
	Attention	152.7232	SM9	Psychoanalytic 131.34	
	Work, fatigue	158.7	SN	Gestalt 150.1924	
	Cognition	153	SN1	Behaviourism 150.1943	
	Memory	154	SN2	Field	
	Reasoning	153.6		<i>Note : Divisions SM to SN<sub>3</sub> may be divided like S provided that a comma is put before the digits for child, adolescent, etc., in case these divisions occur.</i>	
	Opinion			<i>Examples</i>	
	Emotion	157	SM9:5	Psychoanalysis of emotion 157	
	Conation	158	SM9,62	Psychoanalysis of idiot 132.2422	
	Personality	137	SM9,62:796	Drug habit of idiot 132.2422	
	Intelligence	151	SN1:3	Emotion according to Behaviourism 150.1924	
	Ability	137.38	SN1,38	Behavioristic psychology of old people 150.1924	
	Character	137	SN1,38:5	Emotion of old people according to Behavioristic psychology 150.1924	
	Temperament	137.4		<b>Education</b>	
	Intuition	156	T	<b>Education</b>	
	Psychic powers		T:2	Building and furniture 371.6	
	Longevity		T:3	Teaching technique 371.3	
	Endurance		T:3:P1	Mother tongue 371.3	
	Immunity		T:31	Audio-visual 371.3	
	Drug habit	155.735	T:391:P5	Direct method 371.3	
	Metapsychology	13	T:41	Foreign language 371.3	
	Sleep	155.2		Medium of instruction 371.3	
	Dream	135.3		Study methods 374.21	
	Hallucination	133.2		Physical education 371.7	
	Subconscious	155.8		Medical instruction 371.712	
	Hypnotism	134		Social life 371.8	
	Suggestion	134.733		Organisation 371.1	
	Child	136.7			
	Adolescent	136.7354			
	Middle age	136.5			
	Old age	136.53			
	Vocational				
	Male				
	Female	136.1			
	Abnormal	132			
	Genius	151.1			
	Idiot	132.2422			
	Insane	132.1			
	Criminal	132.6			
	Race	136.4			
	Social	301.15			
	Animals	151.35			
	<i>Note : The classes S1-S9 may be divided on the analogy of the sub- dividing bare S.</i>				

# CLASSIFICATION

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. Num
T:84	Curriculum	375	U11	Cartography	526.8
T:86	Finance		U16	Seasons	525.5
T1	Pre secondary	371	U2	Physical geography	551
T15	Elementary	372	U21	Physiography	551
T2	Secondary	373	U25	Oceanography	551.4
T3	Adult	374	U28	Meteorology	551.5
T4	University	378	U3	Biogeography	574.9
T55	Female	376	U4	Anthropogeography	91
T6	Abnormal		U45	Population	312
T62	Handicapped		U47	Human geography	91
T67	Deaf and dumb		U5	Political geography	91
T9Y131	Rural	379.173	U6	Economic geography	

*Note:* Each of the divisions T1-T9 may be sub-divided on the analogy of the sub-division of bare T.

### Examples

T15:3:P1	Teaching of mother tongue in elementary schools	372.6
T2:3:P5	Teaching of modern language in secondary schools	373
T3:31	Audio-visual aids in adult schools	374
T4:86	University finance	378
T55:84	Curriculum for girl schools	376
T9Y131:8	Organisation of rural schools	379.173
TL8	Kindergarten	379.18
TN1	Montessori	372.41
TN15	Project	371.36
TN2	Dalton Plan	371.394
TN3	Wardha	

*Note:* Divisions TL8 to TN3 may be divided like T provided that a comma is put before the digits for 'Pre-secondary', 'Secondary'... 'Rural' etc., in case these divisions occur.

### Examples

TN1,2:3	Montessori technique for teaching in secondary school	372.31
TN2:3:V	Teaching of history in Dalton plan	371.394
TN2,3:3:V	Teaching history in adult schools by Dalton plan	374
U	Geography	91
U1	Mathematical geography	526.8

*Note:* Whenever needed after the numbers U1-U8, a dot followed by an appropriate geographical number may be added. To the resulting number a dot followed by a chronological number may also be added.

### Examples

U2.2	Physical geography of India	551
U23.261	Meteorology of Assam	551
U5.2.N3	Political geography of India in 1950	915
U941.5.H	Trade routes of Europe in the 14th century	387
U8.1.K6	World travel in 1666	91

### V History

The classification of history is illustrated mostly for the India of today. For the other periods of Indian history the focus is on the chronological facet which follows. A dot should be suitably placed. Some examples are added. The history of other countries is in the geographical facet which follows. Immediately after 'V' should all be appropriately changed.

V1N	League of Nations	341
V1N4	United Nations	341
V2:1.P3	Political history of India in 1930's	954
V2:1.L5	Political history of India in 1750's	954
V2:1.N3	Political history of India brought up to today	954

LIBRARY MANUAL

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
1. N5	Home policy	954	W:915	Peace	
17. N5	Colonial policy	325.354	W:915.1	Disarmament	321.0
19. N5	Foreign policy	327.54	W4	Monarchy	321.6
22. N5	Constitution	342.54	W46	Limited monarchy	321.7
22. N5	Executive	328.54	W6	Democracy	321.8
23. N5	Legislature	329.54	W64	Dictatorship	321.6
24. N5	Party	329.54	W691	Communism	321.6
24M	Congress Party	923.2	W7	Utopia	321.07
24M	Mahatma Gandhi		W81	Revolution	321.06
669			W87	Passive resistance	321.09

Note: Each of the divisions W4-W7 may be further subdivided on the analogy of the subdivision of bare W.

Other Examples

3. N3	History of British Parliament brought upto 1930's	
	British inscriptions 471	
2. M6	Constitution of the United States brought upto 1900's	342.73
11	Mexican archaeology	913.72

In the case of foreign policy of a country towards another country, the item focus 19 should be followed successively by 'o' and the number for latter country.

Example

041.	India's Chinese policy brought upto 1950's	327.54
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Political Science

Election	324	X:1	Economics	33
Parts of government	32	X:16	Consumption	339.4
President	334	X:17	Standard of living	339.42
Executive	328	X:2	Economic conservation	339.49
Legislature	328.3	X:27	Production	338.01
Party organization	329	X:3	Resources	339.49
Local bodies	352	X:31	Distribution	339.2
Judiciary	351.94	X:32	National income	339.3
Administration	351	X:32	Functional distribution	339.23
Functions of government	32	X:322	Rent	339.23
Civics	323	X:325	Commission	339.23
Foreign relation	327	X:326	Interest	339.23
Diplomacy	341.7	X:328	Profit	339.23
War	341.3	X:329	Wage	339.23
		X:3M	Socialism	335
		X:4	Transporting	
		X:41	Packing	658.7884
		X:446	Freight	656.
		X:45	Warehousing	
		X:5	Commerce	38
		X:51	Marketing	658.83
		X:512	Advertising	659.1
		X:5221	Canvassing	659.158
		X:52	Retailing	658.87
		X:53	Tariff	337
		X:531	Protection	337.3
		X:533	Free trade	337.2
		X:535	Export duty	337.33
		X:530	Import duty	337.34
		X:54	Export and import	382
		X:545	Export	382
		X:546	Import	382
		X:57	Foreign exchange	332.45
		X:575	Balance of trade	330.151
		X:601	Internal trade	381
		X:6	Financing	332
		X:7	Value	338
		X:73	Supply and demand	380.11
		X:74	Business cycle	380.124
		X:741	Boom	338.58

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
X:742	Depression	380.1232		Wherever needed geographical or chronological divisions may be added	
X:746	Recovery				
X:75	Planned economy	338.91			
X:76	Price	338.5			
X:8	Management	658			
X:81	Ownership		X:2.N5	Economic condition	
X:84	Record			of India brought	
X:86	Investment			up to day.	
X:87	Accounts	637	X:41.N3	Economic condition	
X:88	Audit	657		of Japan brought	
X:893	Conduct of meeting			up to 1930's.	
X:9	Labour	331	X:74.73.	American business	
X:91	Labour systems	331	N3	cycles brought up	
X:92	Labour market	331		to 1930's.	
X:94	Social conditions	331.8	X:97.2.N5	Strikes in India	
X:941	Housing	331.833		brought up to	
X:918	Welfare institutions	30		1950's.	
X:95	Service conditions	331.2	X:415.81.	Ownership	
X:958	Social Insurance	331.2544	2.N5	of Indian Railways	
X:96	Trade union	331.88		brought up to	
X:97	Strike	341.892		1950's.	
X:977	Arbitration	331.155			
X4	Transport		Y	Social science	3
X415	Railway	385	Y1	Sociology	301
X425	Ocean	387			
X428	Port	387.1	Y1.1	Civilisation	901
X46	Post and telegraph	383	Y1.34	Ceremonials	394.4
X61	Money and currency	332	Y1.41	Intemperance	
X62	Banking	332.1	Y1.31	Rural sociology	630.1
X64	Money market	332.6	Y1.42	Slaves	316
X69	Types of banks	332.1	Y1.57	Harijan	
X7	Public finance	330	Y1.592	Castes	
X71	Budget	351.72	Y1.71	Prehistoric sociology	561
X72	Taxation	336.2	Y1.72	Primitive sociology	572.7
X75	Public loan	336.3			
X796	Local public finance	352.1	Z	Law	34
X8	Insurance	368	Z1	International law	
X9	Industries	653.3	Zo1	Jurisprudence	349.1
Xo1	Cottage industries	331.974	Z2	Indian law	349.5
X91M7	Kadhar	338.47677	Z2.1	Property	349.5
X9J	Agricultural economics	631.1	Z2.1.4	Transfer	349.5
X9M7	Textile industry	338.47677	Z2.1.6	Mortgage	349.5
XM25	Co-operation	334	Z2.211	Realty	349.5
			Z2.211.3	Landlord and tenant	349.5
			Z2.3	Contract	349.5
			Z2.3.3	Partnership	349.5
			Z2.4	Torts	349.5
			Z2.5	Crime	349.5
			Z2.801	Civil procedure	349.5
			Z2.805	Criminal procedure	343.
			Z2.94	Evidence	349.5

*Examples*

X415.81 Ownership of railway 385  
 X91M7.31 Marketing of kadhar 658.83  
 X9M7.96 Trade union in textile industry 331.831677

The number for the law of countries is got by adding to number of the country taken geographical schedule given in the 53.

# LIBRARY MANUAL

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
11. N5	Home policy	954	W:915	Peace	
17. N5	Colonial policy	325.354	W:915+	Disarmament	341.6
19. N5	Foreign policy	327.54	W:4	Monarchy	321.0
2. N5	Constitution	342.54	W:6	Limited monarchy	321.7
22. N5	Executive	328.54	W:6	Democracy	321.8
23. N5	Legislature	329.54	W:64	Dictatorship	321.6
24. N5	Party	329.54	W:691	Communism	321.6
24M	Congress Party	923.2	W:7	Utopia	321.07
24M	Mahatma Gandhi		W:81	Revolution	321.09
69			W:87	Passive resistance	321.09

*Note:* Each of the divisions W<sub>4</sub>-W<sub>7</sub> may be further subdivided on the analogy of the subdivision of bare W.

### *Other Examples*

3. N3	History of British Parliament brought upto 1930's	
2	British inscriptions 471	
2. M0	Constitution of the United States brought upto 1900's	342.73
11	Mexican archaeology	913.72

In the case of foreign policy of a country towards another country, the main focus 29 should be followed successively by 'o' and the number for latter country.

### *Example*

041.	India's Chinese policy brought upto 1950's	327.54
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### **Political Science**

Election	324	X:1	Consumption	339.4
Parts of government	32	X:16	Standard of living	339.42
President	354	X:17	Economic conservatism	339.49
Executive	328	X:2	Production	338.01
Legislature	328.3	X:27	Resources	339.49
Party organization	329	X:3	Distribution	339.2
Local bodies	352	X:31	National income	339.3
Judiciary	351.94	X:32	Functional distribution	339.23
Administration	351	X:322	Rent	339.23
Functions of government	32	X:325	Commission	339.23
Civics	323	X:326	Interest	339.23
Foreign relation	327	X:328	Profit	339.23
Diplomacy	341.7	X:329	Wage	339.23
War	341.3	X:3M	Socialism	335
		X:4	Transporting	
		X:41	Packing	658.7834
		X:446	Freight	656
		X:45	Warehousing	
		X:5	Commerce	38
		X:51	Marketing	658.83
		X:512	Advertising	659.1
		X:5121	Canvassing	650.158
		X:52	Retailing	658.87
		X:53	Tariff	337
		X:531	Protection	337.3
		X:533	Free trade	337.2
		X:535	Export duty	337.33
		X:530	Import duty	337.34
		X:54	Export and import	382
		X:545	Export	352
		X:546	Import	352
		X:57	Foreign exchange	332.45
		X:573	Balance of trade	330.151
		X:601	Internal trade	381
		X:6	Financing	332
		X:7	Value	338
		X:73	Supply and demand	380.11
		X:74	Business cycle	380.124
		X:741	Boom	338.58

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
X:742	Depression	380.1212		Wherever needed geographical and chronological divisions may be added	
X:746	Recovery				
X:75	Planned economy	338.91			
X:76	Price	338.5			
X:8	Management	658			
X:81	Ownership		X:2.N5	Economic condition of India brought up to day.	
X:85	Record		X:41.N3	Economic condition of Japan brought up to 1930's.	
X:86	Investment		X:74.73.	American business cycles brought up to 1930's.	
X:87	Accounts	657	N3		
X:88	Audit	657	X:97.2.N5	Strikes in India brought up to 1950's.	
X:893	Conduct of meeting		X:115.81.	Ownership of Indian Railways brought up to 1950's.	
X:9	Labour	331	2.N5		
X:91	Labour systems	331			
X:92	Labour market	331			
X:94	Social conditions	331.8			
X:941	Housing	331.833			
X:948	Welfare institutions	36			
X:95	Service conditions	331.2			
X:955	Social Insurance	331.2544			
X:96	Trade union	331.88			
X:97	Strike	331.892			
X:977	Arbitration	331.155			
X:4	Transport		Y	Social science	3
X:415	Railway	385	Y1	Sociology	301
X:425	Ocean	387			
X:428	Port	387.1	Y1:1	Civilisation	901
X:45	Post and telegraph	383	Y1:34	Ceremonials	394.4
X:61	Money and currency	332	Y1:41	Intemperance	
X:62	Banking	332.1	Y1:51	Rural sociology	630.1
X:64	Money market	332.6	Y1:492	Slaves	326
X:69	Types of banks	332.1	Y1:57	Harijan	
X:7	Public finance	336	Y1:592	Castes	
X:71	Budget	351.72	Y1:71	Prehistoric sociology	561
X:72	Taxation	336.2	Y1:72	Primitive sociology	572.7
X:75	Public loan	336.3			
X:796	Local public finance	152.1	Z	Law	34
X:8	Insurance	368	Z1	International law	
X:9	Industries	658.3	Z91	Jurisprudence	340.1
X:91	Cottage industries	331.974	Z2	Indian law	340.5
X:91M7	Kadhar	338.47677	Z2:2	Property	349.5
X:9J	Agricultural economics	631.1	Z2:2:4	Transfer	349.5
X:9M7	Textile industry	338.47677	Z2:2:6	Mortgage	349.5
X:9M7	Co-operation	334	Z2:2:11:3	Realty	349.5
			Z2:3	Landlord and tenant	349.5
			Z2:33	Contract	349.5
			Z2:4	Partnership	349.5
			Z2:5	Torts	349.5
			Z2:801	Crime	34.54
			Z2:805	Civil procedure	349.5
			Z2:94	Criminal procedure	343
				Evidence	349.

*Examples*

X:415.81 Ownership of railway 385

X:91M7.51 Marketing of kadhar 658.83

X:91M7.96 Trade union in textile industry 331.831677

The number for the law of countries is got by adding to number of the country taken geographical schedule given in section 53...

C. umber	Subject	D. C. Number
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law of any particular community be got by adding to 2 the com-  
munity number as illustrated below :

Hindu law  
Muslim law

law of any country or com-  
munity can be divided on the analogy  
of the divisions of 2: Indian Law.

*Examples*

English Law of realty	347.2
French law of con- tracts	319 417.1
United States Law of Torts	347.5

**2 Common Sub-divisions**

Bibliography	173	World
Profession	177	Empire
Laboratories, obser- vatories	18	British Empire
Museums, exhibi- tions	183	Roman Empire
Map atlases	187	Pacific countries
Institutions	19	Atlantic countries
Cyclopaedias, dic- tionaries, concor- dances	191	Mediterranean coun- tries
Periodicals	1911	Frigid zone
Yearbooks, direc- tories, calendars almanacs	1912	South frigid zone
Conferences, con- gresses, conventions	1913	North frigid zone
Bills, acts, codes	1914	Temperate zone
Government depart- mental reports and similar periodical reports of corpo- rate bodies	1915	South temperate zone
Statistics	192	North temperate zone
Commissions, com- mittees	193	Tropical zone
Travels, expedi- tions, surveys or similar descriptive accounts, explora- tions, topography	194	South tropical zone
History	195	North tropical zone
Biography, letters	1951	Physiographic divi- sions
Collected works, selections	19517	Land region
	19518	Desert
	1955	Cave
	196	Sand dune
	198	Prairy
	1984	Rain forest
	1986	Island
	1991	Marshes; coastal re- gion
	1993	Sumarine region
	1995	Watery region
	1997	Fresh water
	1P111	River
	1Q7	Lake
	2	Sea water
		Mountain region
		Atmosphere
		Stratosphere
		Lonosphere
		Eastern hemisphere
		Southern hemisphere
		Western hemisphere
		Northern hemisphere
		English speaking countries
		Muslim countries
		Mother country (India)

Common sub-divisions may be  
added after any class number. The

## CLASSIFICATION

5.

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
2-2	Indian India	23121		Dharwar	
2-53	French India	23131		North Kanara	
2-543	Portuguese India	23141		Belgaum	
21	Madras (excluding the Indian States)	23142		Sangli	
		23143		Savantvad.	
		23144		Kolhapur	
211	Eastern districts	23151		Ratnagiri	
2111	Madras	23152		Kolaba	
2112	Chingaput	23153		Satara	
213	Southern districts	23154		Aundh	
2114	Tanjore	23155		Bhor	
2132	Ramnad	23156		Poona	
2133	Tinnevelly	23157		Thana	
2134	Madura	23158		Jawhar	
2135	Trichinopoly	23161		Surat	
2136	Coimbatore	23162		Broach	
2137	Nilgiris	23163		Kathiawar	
215	West Coast	23164		Palanpur	
2153	Malabar	23165		Mahikanta	
2154	South Kanara	23171		Khandesh, West	
216	Ceded Districts	23172		Khandesh, East	
2161	Cuddapah	23173		Nisik	
2162	Anantapur	23181		Ahmedabad	
2163	Bellary	23182		Baroda	
2165	Kurnool	23183		Kaira	
218	Andhra Desa	23184		Panch Mahals	
2181	Nellore	23185		Rewakantha	
2182	Guntur	232		Baluchistan	
2183	Kistna				
2184	Godavari, West	23211		Kachhi	
2185	Godavari, East	23212		Jhalawan	
2188	Vizagapatam	23231		Lasbelia	
2187	Ganjam (Before 1836)	23232		Makran	
219	Central districts	23251		Kharan	
2191	Salem	23252		Chagai	
2192	North Arcot	23253		Sarawan	
2193	Chittoor	23271		Zhob	
22	South (excluding Madras)	23272		Loralai	
		233		Sind	
221	Pudukkotai			North West Frontier	
222	Travancore	235			
223	Cochin	23511		Kohat	
224	Mysore	23512		Bannu	
225	Hyderabad	23521		Dera Ismail Khan	
226	Coorg	23541		Agencies and frontier areas	
231	Bombay	23571		Hazara	
		23571		Peshawar	
23111	Ahmadnagar				
23112	Sho'apur	236		Punjab	
23113	Akalkot				
23114	Jath	23611		Ambala	
23115	Jamkhandi	23612		Karnal	
23116	Bijapur	23613		Rohtak	

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
23621	Gurgaon	25232	Hamirpur		
23631	Hissar	25233	Jhansi		
23632	Montgomery	25234	Jalaun		
23633	Bahawalpur	25235	Etawah		
23641	Multan	25236	Kanpur		
23642	Muzaffargarh	25237	Fatehpur		
23643	Jhang	25241	Hardoi		
23644	Lyalipur	25242	Farrukhabad		
23651	Dera Ghazi Khan	25243	Mainpuri		
23652	Mianwalli	25244	Agra		
23653	Shahpur	25245	Mathura		
23654	Gujranwala	25246	Aligarh		
23656	Sheikhupura	25247	Etah		
23661	Gujrat	25251	Budaun		
23663	Jhelum	25252	Bulandshahr		
23664	Aftok	25253	Meerut		
23665	Rawalpindi	25254	Muzaffarnagar		
23671	Amritsar	25255	Moradabad		
23672	Sialkot	25256	Rampur		
23673	Gurudaspur	25257	Bareilly		
23674	Kapurthala State	25261	Saharanpur		
23681	Hoshiarpur	25262	Dehra Dun		
23682	Kangra	25264	Garhwal		
23683	Chamba	25265	Almora		
23684	Simla	25266	Nainital		
23685	Simla States	25267	Bijnor		
23686	Mandi and Suket	25271	Sitapur		
23687	Sirmur	25272	Shahjahanpur		
23691	Punjab States	25273	Pilibhit		
236911	Patiala	25274	Kheri		
236912	Faridkot	25275	Bahraich		
236913	Kasia State	25276	Gonda		
236914	Dujana State	25281	Basti		
23692	Ferozepore	25282	Gorakhpur		
23693	Lahore	25291	Unao		
23694	Jullundur	25292	Lucknow		
23696	Ludhiana	25293	Bara Banki		
24	Himalayan regions	25254	Rae Bareli		
241	Kashmir	25295	Sultanpur		
245	Nepal	25296	Fyzabad		
246	Sikkim	253	Bihar and Orissa (Before bifurcation 1936)		
247	Bhutan				
25	North India	25311	Santal Parganas		
251	Delhi	25312	Manbhum		
252	United Provinces	25315	Singhbhum		
2511	Azamgarh	25316	Balasore		
2512	Ballia	25331	Cuttack		
2513	Banaras	2535	Angul		
2514	Ghazipur	25336	Feudatory States of Orissa		
2515	Jaunpur				
2521	Mirzapur	25352	Ranchi		
2522	Allahabad	25353	Palamau		
2523	Partapgarh	25355	Shahabad		
2521	Banda	25371	Saran		

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
25372	Champanar		26257	Dinajpur	
25373	Muzaffarpur		26271	Darjeeling	
25374	Darbhanga		26272	Jalpaiguri	
25375	Monghyr		26273	Cooch-Behar State	
25376	Bhagalpur		26275	Bangpur	
25377	Purnea		26291	Pabna	
25391	Hazaribagh		26292	Faridpur	
25392	Gaya		26293	Jessore	
25393	Patna		26295	Nadia	
254	Orissa (After bifurcation 1936)		271	Central Provinces	
2541	Cuttack		27111	Bilaspur	
2542	Puri		27112	Rajpur	
2543	Ganjam		27113	Kanker	
2544	Korapet		27114	Drug	
2545	Sambalpur		27121	Bastar	
2547	Balasore		27131	Nandgaon	
2548	Feudatory States of Orissa		27132	Chanda	
			27133	Yeotmal	
261	Assam		27134	Akola	
26112	Naga Hills		27136	Nagpur	
26114	Manipur		27135	Wardha	
26131	Lushai Hills		27137	Bhandara	
26151	Sylhet		27141	Amraoti	
26153	Garo Hills		27142	Buldana	
26171	Golapara		27143	Nimar	
26172	Kamrup		27151	Betul	
26173	Darrang		27152	Hoshangabad	
26174	Nowgong		27154	Chhindwara	
26175	Sibsagar		27161	Saugor	
26191	Khasi and Jaintia Hills		27163	Jubbulpore	
			27171	Mandla	
26192	Cachar		27172	Changbhakar	
			27173	Korea	
262	Bengal		27181	Surguja	
26211	Mymensingh		27182	Jashpur	
26212	Dacca		27183	Udaipur	
26213	Tippera		27184	Raigarh	
26214	Tripura		27191	Balaghat	
26215	Chittagong Hill Tracts		27192	Khavigarh	
26216	Chittagong		27193	Saranggarh	
26217	Noakhali		27194	Sakti	
26231	Backergunge		27195	Kawardha	
26232	Khu'na		27196	Makrai	
26233	Twenty-four Parganas		27197	Chhuikhadam	
26234	Howrah	28		Central India	
26236	Mldnapore			Rajputana	
26251	Hooghly	281		Central India	
26252	Bogra		28111	Rewah	
26253	Burdwan		28112	Maihar	
26254	Birbhum		28113	Panna	
26255	Murshidabad		28114	Ajalgarh	
26256	Malda		28118	Other Eastern	

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
1151	Gwallor		28251	Sirohi	
1152	Bhopal		28252	Marwar	
1154	Indore		28253	Jaisalmer	
1158	Other Western States		28261	Bikaner	
42	Rajaputana		28271	Jaipur	
211	Kotah		28281	Alwar	
212	Jhalawar		28282	Bharatpur	
231	Shajapur		28291	Bundi	
232	Mandasar		28292	Ajmer-Merwara	
241	Banswara	29		Islands	
242	Dungarpur	291		Andamans	
243	Mewar	292		Laccadive Island	

After the partition of India on 15 August 1947 the areas listed below under 2Q7 Pakistan stand in need of being removed from the divisions of 2 India.

The formation of the constituent States on linguistic basis, which is the only national one, will take some years. Till then there are bound to be frequent changes. No attempt has, therefore, been made to revise the schedule for India given in the third edition of the *Colon classification* except for the deletion of districts suggested in the preceding paragraph.

<b>Ceylon</b>	2Q743	Karachi
<b>Pakistan</b>	2Q744	Dadu
<b>East Pakistan</b>	2Q745	Nawabshah
<b>East Bengal</b>	2Q746	Khairpur
Chittagang Division	2Q747	Larkana
Chittagang Hill Tracts	2Q748	Sukkur
Chittagong	2Q7491	Upper Sind Frontier
Noakhali	2Q751	Kachhi
Tipperah	2Q752	Jhalawan
Sylhet	2Q753	Lasbela
Dacca Division	2Q754	Makran
Mymensingh	2Q755	Kharan
Dacca	2Q756	Chagai
Faridpur	2Q757	Nuski
Bakarganj	2Q758	Sarawan
Rajshahi Division	2Q7591	Quetta
Rangpur	2Q7592	Zhob
Dinajpur	2Q7593	Loralai
Bogra		
Rajshahi	2Q76	<b>North West Frontier</b>
Patna	2Q761	Dera Ismail Khan
Nadia	2Q762	South Waziristan
Jessore	2Q763	North Waziristan
Khulna	2Q764	Bannu
<b>West Pakistan</b>	2Q765	Kohat
<b>Sind</b>	2Q766	Peshawar
Thar Parkar	2Q767	Mardan
Hyderabad	2Q768	Swat
	2Q7691	Dir

CLASSIFICATION

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. Num
2Q7691	Chitral		591	Balkan States	496
2Q77	West Punjab		593 <sup>1</sup>	Austria	430
2Q7711	Sialkot		593 <sup>2</sup>	Hungary	4391
2Q7712	Gujranwala		594	Switzerland	444
2Q7713	Sheikhupura		595	Poland	438
2Q7714	Lahore		596	Netherlands	492
2Q7715	Lyallpur		596 <sup>2</sup>	Belgium	493
2Q7731	Montgomery		597 <sup>1</sup>	Holland	492
2Q7732	Multan		597 <sup>3</sup>	Lithuania	
2Q7733	Bahawalpur		597 <sup>5</sup>	Latvia	474
2Q7734	Muzaffargarh		6	Estonia	474
2Q7735	Dehra Ghazl Khan			<b>Africa</b>	6
2Q7736	Jhang			Union of South Africa	68
2Q7737	Shahpur		63	Egypt	62
2Q7738	Mianwali		67 <sup>1</sup>	Abyssinia	63
2Q7771	Gujrat		68 <sup>2</sup>		
2Q7772	Jhelum		7	<b>America</b>	7
2Q7773	Attock			North America	7
2Q7774	Rawalpindi		71	Greenland	98
3	<b>Favoured country (Great Britain)</b>		73	Canada	71
3 <sup>1</sup>	England	42	74	United States	73
3 <sup>2</sup>	Wales	429	74 <sup>14</sup>	Mexico	72
3 <sup>3</sup>	Scotland	41	75	Yucatan	726
3 <sup>4</sup>	Ireland	415	79 <sup>1</sup>	Central America	728
4	<b>Asia</b>	5	79 <sup>2</sup>	South America	8
4 <sup>1</sup>	China	51	8	West Indies	739
4 <sup>2</sup>	Japan	52	9	<b>Australia</b>	94
4 <sup>3</sup>	Southeast Asia		91	Oceans	9
431	Indo-China	597	92	Indian Ocean	
433	Siam	593	93	Antarctic Ocean	99
435	Malay States	595	94	Pacific Ocean	
436	East Indian		94 <sup>3</sup>	Arctic Ocean	98
438	Archipelago		95	Spitsbergen	98
5	<b>Europe</b>	4		Atlantic Ocean	
5 <sup>1</sup>	Greece	495			
5 <sup>2</sup>	Italy	45			
529 <sup>1</sup>	Sicily	458			
529 <sup>2</sup>	Malta	458			
53	France	44			
	Spain and				
54	Portugal	49			
54 <sup>1</sup>	Spain	46			
54 <sup>2</sup>	Portugal	469			
55	Germany	43			
554 <sup>1</sup>	Saar Basin	434 <sup>2</sup>			
57	Scandinavia	48	2MH <sub>3</sub>	Himalayas	
571	Sweden	485	2MS <sub>1</sub>	Satpura Hills	
572	Denmark	480	2MW <sub>2</sub>	Western Ghata	
573	Norway	481	2RB <sub>5</sub>	Brahmaputra	
574	Iceland	491	2RC <sub>1</sub>	Cauvery	
575	Finland	471	2RG <sub>1</sub>	Ganges	
58	Russia	47	2RG <sub>7</sub>	Godavary	
591	Turkey	496	2R <sub>16</sub>	Indus	
59191	Cyprus	564	2ICC <sub>7</sub>	Conjeevaram	

The following Mnemonic Digit  
be applied after Geographical name  
before Alphabetic Device is used  
Individualisation in Colon Classi-  
cation.

C Cities, towns, village,  
etc.

D Deserts

L Lakes, tanks, etc.

M Mountains, hills,  
peaks, etc.

R Rivers, canals, etc.

Examples

Himalayas

Satpura Hills

Western Ghata

Brahmaputra

Cauvery

Ganges

Godavary

Indus

Conjeevaram

# LIBRARY MANUAL

C. umber	Subject	D. C. Number	C. C. Number	Subject	D. S. Number
57	Poona		18	Arabic	92.7
582	Banaras		3	Dravidian	948.11
51	Manchester				
53	Edinburgh		31	Tamil	
	Caspian Sea	478	32	Malayalam	948.12
	Tokyo	521.35	33	Kanarese	948.14
1-2	Jerusalem	569	34	Tulu	948.15
1	Alps	494	35	Telegu	948.13
3	Danube		36	Kui	
3	Sahara	661.1	38	Brahui	
4	Nile	62	39	Toda etc.	
416	Andes	8	41	Chinese	951
416	Amazon	81	42	Japanese	956
54	Language Divisions		433	Siamese	959.1
	Indo-European		435	Malay	992.21
	Teutonic		99M87	Burmese	958
	English			Esperanto	089.2

## 55 Chronological Divisions

Latin	7	A	Before 1999 B. C.
French	4	B	1999 to 1000 B. C.
Portuguese	69	C	999 to 1 B. C.
Greek	8	D	1 to 999 A. D.
Sanskrit	912	E	1000 to 1099 A. D.
Prakrit	913	F	1100 to 1199 A. D.
Pali	913.791	G	1200 to 1299 A. D.
Maharastri		H	1300 to 1399 A. D.
Ardhamagadhi		I	1400 to 1499 A. D.
Magadhi		J	1500 to 1599 A. D.
Apabhramsa		K	1600 to 1699 A. D.
Sinhalese	914.8	L	1700 to 1799 A. D.
Hindi	914.3	M	1800 to 1899 A. D.
Punjabi	914.2	N	1900 to 1999 A. D. etc. etc.
Gujarati	914.7		
Marathi	914.6		
Urdu	914.5	J64	1504
Bengali	914.4	N42	1942
Nepali		N69	1969
Iranian	915.5	C67	320 to 328 B. C.
		D40	400 to 409 A. D.
Persian	914.3	J6	1560 - 1569
Urdu		N4	1910 - 1949
Semitic	92.8	N6	1060 - 1909
Hebrew	92.4	C6	300 - 399 B. C.
		D4	400 - 499 A. D.

## Examples

## 56 Book Number

Book Number is the extra number added after a class number to distinguish different books in the same specific subject.

## 561 DATE NUMBER

Book Number is normally made of the chronological number constructed, according to schedule 55, to represent the year of publication of the book. For example, the Book Number of this book is N51. This

is what we do when the book is in the favoured language of the library.

### 562 LANGUAGE NUMBER

If the book is in any other language, the number of its language is prefixed to its year number. For example the Hindi edition of this book will have the Book Number 152N51.

#### 5621 Dictionaries

In the case of linguistic dictionaries the language part of the Book Number should be the number of the language in which meaning is given.

#### 5622 Periodicals

In the case of periodicals Language Number should be omitted.

#### 563 ACCESSION PART

If the library has more than one copy of the same book or if it has more than one Book Number in the same year in the same specific subject, we add to year number the digits 1, 2, 3, etc. in the case of the second, third, fourth, etc. books respectively. For example a second copy of this book will have the Book Number N511.

#### 564 VOLUME NUMBER

If a book is in two or more volumes, the volumes are individualised by adding a point after the year number or the accession part of the Book Number as the case may be and writing thereafter the number of the volume. For example if this book is in two volumes their book numbers will be N51.1 and N51.2 and in the case of the second copy they will be N511.1 and N511.2.

#### 565 HOW WRITTEN

The Book Number is written either below the Class Number or to the right of it after leaving some space as if it were a different word. The class number and the book number taken together is called Call Number. For example the call number of this book may be written as 225 N51 or 225  
N51.

It is written in the latter style at the back of the title page and in the former style in catalogue entries.

### 57 Examples

**Note:** In the case of periodicals, the country and

year of origin are given within brackets, when they are not otherwise obvious; the call number is given for the volume mentioned.

## C. C. No.

m2, M	N30	Calcutta review (1844) V.32. 1935	05
m2, N	N44	Hindusthan review (1900). V.77. 1944	05
m2, No	N34	Modern review (India 1907). V.55. 1934.	05
m3, M4	N44	Illustrated London news (1842). V.204. 1944.	05
m3, M9	N36	World review (Great Britain 1890). N. S. V. I. 1936.	05
n2, N	N50	India and Pakistan year book. (India 1915). 1950.	
902		Indology	
902m2, L	N39	Journal of the Asiatic Society of Bengal (1784). Ser. 3. V.5. 1939.	05
902m2, N38 N45		New Indian antiquary (1938). V.7. 1945.	05
Bm2, N	N36	Journal of the Indian Mathematical Society (1907). N.S.V.2. 1935/36.	510.5
Bm73, M8	N33	Annals of Mathematics. (United States. 1884). V.44. 1933.	510.5
P-- : J44	N26	Cassel's New English Dictionary. 1926.	423.2
P-- : J44	35N88	English Tehya dictionary. 1928	494.81332
P33 : J44	N23	Kanavese-English dictionary. 1923.	494.81 32
P33 : J44	33N41	Kanavese-Kanavese dictionary. 1941.	494.814324514
X62 2. N21	N31. 1—5	Report of the Indian Banking Committee. (1920). 5V. 1931	332.106
X90M39	N25	Harris (F. R.) Chronicle or the life of J. N. Tata. (born 1839). 1925.	923.3
X90M63	N23	Ford (H.) My life and work 1923	926.192
BoD	N50	Srinivasan (I. A.). Mathematics for Engineers 1937.	510.00162
T4.21hM578	N51	Madras University. Calendar 1931.	378.548058
T4.21hN29r	N51	Annamalai University. Annual report 1951.	378.548058

## CHAPTER 6

### Library Catalogue

The functions of the Library Catalogue have been discussed in section 146 from the point of view of the Laws of Library Science. We saw that all of them would vote for the type of catalogue which would find for a reader in the shortest possible time that book which he has in his mind, however slight might be the information that he might remember about it. Hence it is necessary to enter a book under every one of the relevant details connected with it, say, its specific subject or thought-content, author, his collaborators, if any, editor, translator, commentator, illustrator, its series, editor of the series, or even the title when it is fanciful and fails to convey the thought-content of the book. It is now becoming customary to make the thought-content the prepotent element in the main entry which gives fullest information about the book. The leading section of that entry is therefore occupied by the Call Number of the book. It is therefore called also Call Number Entry, according to the terminology of the *Classified catalogue code*. Here is an example of such a main entry.

#### Example 1

1.1 2:55 N50

RANGANATHAN (Shiyali Ramamrita).

Library catalogue: Fundamentals and procedure.

Mardas Library Association, publication series, 15).

58437

The title-page of the book is as follows:—

Library catalogue  
Fundamentals and procedure

By

S. R. Ranganathan

M.A., D.Litt., L.T., F.L.A.,

Madras Library Association

London: G. Blunt & Sons

and its half-title page is as follows:—

Madras Library Association

Publication Series 15

Library catalogue

Fundamentals and procedure

### 61 Main Entry

As seen in the above example the main entry may have five sections. It will have only four sections in the case of books not belonging to a series. Several sections give information as indicated below:

*First or leading section* : Call Number of the book.

*Second section* : Name of the author (Personal or corporate) or a substitute for it in the case of anonymous or pseudonymous authorship and in certain other cases.

*Third section* : Title portion which is usually transcription of the title-page omitting puffs or unnecessary words and including the names of editors or translators etc.

*Fourth section* : The name of the series and the serial number of the book, included within circular brackets.

*Fifth section*. Accession Number.

### 62 Added Entries

The other entries of the book will be derived from this main entry. The class number will give rise to some entries and these would be shared by other books in the same class. Besides the author, the translator, the editor or any other person of that category whose

name occurs in the title portion of the main entry will give rise to different entries. The series too will give rise to an entry. The one entity which is not eligible for any entry is the accession number. All the derived entries are called Added Entries. Among these, those that are shared by other books are called General Added Entries and those that relate to a particular book are called Specific Added Entries.

## 621 GENERAL ADDED ENTRIES

6211 Class Index Entry *Subject*, *Added*

The entries derived from the class number of a book are called Class Index Entry. Let us take the class number in the example given above and examine the entries that could be derived from it. As a first step, the class number is represented in the form of a Chain of Classes as shown below:

2	=	Library Science
	↓	
2:	=	
	↓	
2:5	=	Technical work
	↓	
2:55	=	Cataloguing

It will be seen that though there are four links in the chain only three of them contain significant terms. With each one of these terms as the leading word or Main Heading and the necessary individualising words if any as Sub-heading the following class index entries are got:—

## 1.2 CATALOGUING, LIBRARY SCIENCE.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

2:55

## 1.3 TECHNICAL WORK. LIBRARY SCIENCE.

*For books in this Class and its Sub-divisions  
see the Classified Part of the catalogue under the  
Class Number*

2:5

## 1.4 LIBRARY SCIENCE

*For books in this class and its sub-divisions  
see the Classified Part of the catalogue under the  
Class Number*

2

A Class Index Entry helps the reader to the region of the Main Part of the catalogue or of the shelf in which the books in the region of his interest are entered or arranged successively. For further details reference may be made to our *Library catalogue: Fundamentals and procedure* and the *Classified catalogue code*.

Since entries like these are common to other books having the same class number care is to be taken not to write an entry identically similar to what had been already written while cataloguing any other book.

## 6212 Cross Reference Index Entry

Further it is usual to give entries using the names of the editor or the editors of a series directing reader's attention to the entry with the name of the series as heading. It is also usual to refer from one heading to another which is an alternative name for the entity used as heading. These are called Cross Reference Index Entries.

## 622 BOOK INDEX ENTRIES

The function of these entries is to direct a reader to the specific book he has in his mind provided he remembers the name of its author, collaborator, editor or any other person of this category or the name of its series. The book given as an example in the beginning of this chapter will have the following Book Index Entries:

## 1.5 RANGANATHAN (Shiyali Ramamrita).

*Library catalogue: Fundamentals and procedure*

2:55 N50

## 1.6 MADRAS LIBRARY ASSOCIATION, PUBLICATION SERIES.

16 Ranganathan: Library catalogue: Fundamentals and procedure. 2:55 N50

Compare the above entries with the Main Entry of this book and note the particulars omitted. The first is called Author Entry and the second, Series Entry.

## Example 2

Take the following book as another example. A vertical stroke denotes change of line.

Title-page:—Plant-Breeding / by / L. H. Bailey / New Edition / Revised by / Arthur W. Gilbert / New York / The Macmillan Company / 1922. J:G:6 N22 35236

Half-title-page:—The Rural Science Series / Edited by L.H. Bailey. Back of the half-title-page gives a list in which this book appears as the 22nd.

## Main Entry

2.1 J:G:6 N22

BAILEY (L. H.).

Plant-breeding rev. by Arthur W. Gilbert.  
New edn.

(Rural science series, ed. by L.H. Bailey, 22).  
35236

## Author Entry

2.2 BAILEY (L. H.)  
Plant-breeding.

J:G:6 N22

*Reviser Entry*2.3 GILBERT (Arthur W.). *Rsv.*

Plant-breeding by Bailey

J:G:6 N:2

*Series Index Entry*

2.4 RURAL SCIENCE SERIES

22 Bailey:Plant breeding

J:G:6 N:2

*Editor of Series Index Entry*2.5 BAILEY (L.H.). *Ed.*

See RURAL SCIENCE SERIES.

Though Bailey happens to be the author as well as the Editor of the series, note that he is given a separate Cross Reference Index Entry which is different from the Author Index Entry.

*Class Index Entries*

2.6 BREEDING. AGRICULTURE.

*For books in this Class and its Sub-  
divisions see the Classified Part of the  
catalogue under the Class Number*

J:G:6

2.7 BIOLOGY. AGRICULTURE.

*For books in this Class and its Sub-  
divisions see the Classified Part of the  
catalogue under the Class Number*

J:G

## 2.2. AGRICULTURE.

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

3

Here is the transcript of the title-page of another book.

Three Studies / in / English Literature / Kipling,  
Galsworthy, Shakespeare [by Andre Chevrillon] from the  
French by / Florence Simmonds / London / William  
Heinemann Ltd.

O-:9M8 N23

2278

Note—1. Rudyard Kipling's poetry (Class No. O-:1M64:9) forms a section of the book extending over pp. 1—152.

2. 'John Galsworthy' (Class No O-:3M67:9) forms a section of the book extending over pp. 153—219.

3. 'Shakespeare and the English soul' (Class No O-:2J64:9) forms a section of the book extending over pp. 220—263.

The catalogue should bring out the above three pieces of information.

## Main Entry

3.1 O-:9M8 N23

CHEVRILLON (Andre).

Three studies in English literature : Kipling, Galsworthy, Shakespeare tr... by Florence Simmonds.

2278

## Back of the Main Card

3.2 O-:1M64:9 Pp. 1-152 LITERATURE.

O-:3M67:9 Pp. 153-219. ENGLISH. LITERATURE

O-2J64:9 Pp. 220-263. CRITICISM. ENGLISH LITERATURE.

CRITICISM. GALSWORTHY (John) FICTION.

CRITICISM. KIPLING (RUDYARD). POETRY.

CRITICISM. SHAKESPEARE.

WILLIAM. DRAMA.

POETRY. ENGLISH.

FICTION. ENGLISH.

DRAMA. ENGLISH.

KIPLING (Rudyard). POETRY.

GALSWORTHY (John). FICTION.

SHAKESPEARE (William). DRAMA.

CHEVRILLON (Andre).

SIMMONDS (Florence). Tr.

The back of the Main Entry gives a brief record of all the Added Entries of the book. This enables us to trace out all of them whenever wanted. They may be wanted for correction or for removal when the book is withdrawn.

*Author Index Entry*

3-3. CHEVRILLON Andre.

Three studies in English literature. O-19M8 N23

*Translator Entry*

3-4. SIMMONDS (Florence). Tr.

Three studies in English literature by Chevrillon.

O-19M8 N23

*Cross Reference Entries*

3.5 O-1M64:9

*See also*O-9M8 F<sub>3</sub>

Chevillon: Three studies in English literature.

Pp. 1-152.

3.6 O-3M67:9

*See also*O-9M8 F<sub>3</sub>

Chevillon: Three studies in English literature.

Pp. 153-219.

3.7 O-2J84:9

*See also*O-9M8 F<sub>3</sub>

Chevillon: Three studies in English literature.

Pp. 220-263.

Each of the first 12 items shown on the right-side of the back of Main Card (entry 3.2) will receive a Class Index Entry.

The three sets of examples given in the book illustrate the style of writing some more types of entries. The position and the necessary idention of the different sections in each one of the entries and the position of the Call Number and the Accession Number may specially be noted. Precise rules regarding them are given in our *Classified catalogue code*.

**63 Card Catalogue**

Since (1) entries will have to be interpolated in the catalogue whenever a new book arrives, (2) entries will have to be withdrawn whenever a book is withdrawn and (3) oft-locked-up entries may get worn-out earlier and will then have to be replaced, the catalogue is maintained in the form of cards. Normally each card contains only one entry. The standard cards are 5" x 3" x .01" and to secure elegance it is advisable to have ruled cards.

Entries are best written by hand. This is also the only satisfactory method in small libraries. But to prevent the idiosyncrasies of calligraphy it is advised that the cataloguer should adopt an impersonal hand called Library Hand.

This consists merely of detached upright letters as found in *Oxford copy books*. Elaborate and specific rules are given in our *Classified catalogue code* covering these points and describing detailed rules for the choice and rendering of headings of all types. That book also contains the rules for dealing with complex cases, multi-volumed books and periodical publications which generally call for different types of entries. But all these rules may not be required in cataloguing a small collection that is usually found in small libraries. In cases of necessity, the users of this book are requested to refer to the *Code*. The few rules given below have been found to be sufficient in cataloguing books in small libraries.

#### 64 Select Rules

For convenience we have followed the same number for the rules extracted here as they bear in the *Code*. In some cases the rules have been very slightly modified.

##### MAIN ENTRY

###### 11 CALL NUMBER

11 The Call Number is to be taken from the back of the title-page of the book. It would have been assigned by the classifier in accordance with the rules of classification.

111 Three spaces are to be left between the Class Number and the Book Number.

###### 12 CHOICE OF HEADING

12 The Heading is to consist of one of the following according to the nature of the book :

1. The name of a Personal Author;
2. The names of two Joint Personal Authors;

3. The name of a Corporate Author;
4. The names of two Joint Corporate Authors;
5. A pseudonym or two pseudonyms;
6. The name of a person other than author, i. e., of a Collaborator other than Joint Author;
7. The names of two persons other than authors, i.e., of two Collaborators, other than Joint Author; and
8. The First Word of the Title, not an article or an honorific word.

1211 Christian and Jewish Names

1211 In the case of Christian and Jewish names of modern times, the surname is to be written first and the forename or forenames are to be added thereafter.

e.g. Einstein (Alfred).

Shakespeare (William).

Shaw (George Bernard).

1212 Hindu Names

1212 In the case of modern Hindu names the last substantive word in the name is to be written first and all the earlier words and initials are to be added thereafter; except that, in the case of South Indian names, if the last substantive word merely indicates caste or community and the penultimate word is given in full on the title-page, the two substantive words are both to be written first in their natural order.

*Name of the author*

*Mother tongue*

1. Tagore (Rabindraonth)	Bengali
2. Malaviya (Madan Mohan)	Hindi
3. Rai (Lajpat)	Punjabi
4. Gandhi (Mohandas Karamchand)	Gujarathi

5. Gokhale (Gopal Krishna)	Marathi
6. Radhakrishnan (Sarvapalli)	Telegu
7. Sankaran Nair (Chettur)	Malayalam
8. Chettur (G.K.)	Malayalam
9. Krishnamachari (P.)	Tamil
10. Srinivasa Sastri (V.S.)	Tamil
11. Ramachandra Dikshithar (V.R.)	Tamil
12. Sivaswamy Ayyar (P.S.)	Tamil
13. Aiyar (A.S.P.)	Tamil
14. Raman (C.V.)	Tamil
15. Rajagopalachari (P.)	Tamil
16. Chari (P.V.)	Tamil
17. Mangesa Rao (Savur)	Kannada
18. Savur (R.M.)	Kannada

In examples 8, 13, 14, 16 and 18 caste names or some other non-personal names have to be given the first place as the authors themselves have shown their preference in that way on the title-page and have deliberately reduced the personal words in their names to initials.

#### ✓ 122 JOINT AUTHORS

122 If the title-page contains the names of two and only two Joint Personal Authors, both the names are to be used as the Heading with the conjunction 'and' connecting them.

e.g. Srinivasan (G. A.) and  
 Krishnamachari (C).  
 Kuppuswami Sastri (S.) and  
 Chintamani (T. R.).  
 Harkness (James) and Morley (Frank).

1222 If there be three or more Joint Personal Authors, the name of the first mentioned author alone is to be used as the Heading and the word 'etc' is to be added thereafter.

✓ 123 CORPORATE AUTHOR

Publications issued officially either by a Government, or by one of its departments or by other institutions are usually deemed to be of Corporate Authorship. In the case of an official publication even though the name of a person might appear on the title-page, the publication should be treated as of Corporate Authorship and the following rules will govern the cataloguing of such publications.

123 If Corporate Authorship is indicated by the book, the name of the corporate body is to be used as the Heading.

✓ 1231 Government Author

1231 If the Corporate Author is a Government and not any specific part of it, the heading is to consist of the English name of the geographical area whose affairs are governed or administered by it. If the Corporate Author is a part of a Government, the above heading is to be used as the main heading. If the author is not the whole Government but only a part of it such as the crown or the executive or the legislature or a department, the sub-heading is to consist of the name of the part or department, and is to be written as a separate sentence.

*Exemples:*

1. Madras.
2. Madras. Governor.
3. Madras. Legislative Assembly.
4. Madras. Instruction (Department of—).

1232 INSTITUTION AUTHOR

1232 If the Corporate Author is an Institution, the Heading is to consist of the name of the Institution in the shortest form found on the

title-page, half-title or any other part of the book, omitting honorific words and suffixes, if any, at the end or beginning. If the Corporate Author is a department, division or subdivision of an Institution, its name is to be used as the sub-heading.

*Examples:*

1. League of Nations.
2. South India Teachers' Union.
3. University of Madras.
4. Ramanujam Memorial Committee.
5. Imperial Bank of India. Public Debt Office.
6. Madras Legislative Public Assembly.  
Accounts Committee.

#### 1233 Conference Author

1233 If the Corporate Author is a Conference, the name of the Conference is to be used as the Heading and it is to be individualised by the name of the place or places where it was held and its year. These two are to be deemed to be separate sentences.

*Examples:*

Conference of Orientalists. Simla. 1911.  
Tamil Book Lover's Conference. Madras. 1933.  
All India Library Conference. 1. Calcutta 1933.  
Congress of the Universities of the Empire  
2. Oxford. 1921.

Note that in the last two examples the name of the conference is interpolated as a separate sentence between the name of the conference and the name of the place. Such a practice is prescribed in respect of conferences which are periodically held.

#### 125 PSEUDONYM

125 If the title-page gives only a Pseudonym in the place of the author's name, the Pseudonym is to be used as the Heading and it is to be fol-

lowed by the descriptive word 'Pseud', written as a separate sentence.

*Examples :*

Libra. *Pseud.*

Author of "Lotus". *Pseud.*

X.Y.Z. *Pseud.*

1251 If the title-page gives the real name of the author also in a subordinated manner, it is to be added in circular brackets after the descriptive word 'Pseud'. The real name of the author is to be preceded by the symbol 'i. e.'

*Examples:*

Twain (Mark). *Pseud.* (i. e. Samuel Langhorne Clemens)

#### 126 COLLABORATOR

126 If none of the rules forming sub-divisions of Rule 129 is applicable and if the title-page does not give the name of a Personal Author or the names of Joint Personal Authors or indicate Corporate Authorship or give a Pseudonym or Pseudonyms in the place of the name of the author, but contains the name of a collaborator, that name is to be used as the heading and a descriptive word is to be added thereafter indicating the role of the person. The descriptive word so added is to be regarded as a separate sentence.

1261 The name chosen for the Heading is to be written on the analogy of Rule 121 and its sub-divisions.

*Examples :*

1. In the case of the book whose title page reads 'The Oxford Book/ of English prose/ chosen and edited by/ Sir Arthur Quiller-Couch',

the Heading is to be  
Quiller-Couch (Arthur). Ed.

Note the omission of the honorific title 'Sir' from the heading.

2. In the case of the book whose title page reads "Selected Russian/ short stories/ chosen and translated by/ A. E. Chamot"

the Heading is to be  
Chamot (A. E.). Tr.

3. In the case of the book whose title page reads "Nineteenth/ century life/ selected by Kathleen Tracey"

the Heading is to be  
Tracey (Kathleen). Comp.

#### 127 FIRST WORD OF THE TITLE

Books occur which do not admit of any Heading of the types mentioned above for the main entry. In such cases the first word of the title itself is used as heading. If that is an article, the subsequent word only is used for this purpose. Such books are common among the publications in Indian languages.

For example take the book with the following title page:

Property/ Its duties and rights Historically, philosophically/ and religiously regarded/ Essays by various writers/ ..../ Macmillan & Co., Ltd.  
London X:3z7 E3 21918

The Main Entry for this will be

X:3z7 E3

#### PROPERTY. First word.

Property, its duties and rights, historically philosophically and religiously regarded etc. 21918

### 13 Title-Portion

13 The title-portion is to consist of one, two or three parts, according to the nature of the information contained on the title-page, giving successively in a single paragraph :

1. The title;
2. Information regarding commentators, editors, translators, compilers, revisers, epitomizers and, if important, illustrators and writers of introduction, preface, appendixes and other subsidiary parts of the book; and
3. The edition.

131 The first part of the sentence is to be a transcription, transliteration if it is not in Roman Alphabet, of such relevant portion of the title as is essential to convey a correct idea of the contents, scope and orientation of the book and necessary to make the extract read properly.

1324 Any other words occurring in the part contributing to the title-portion, but omitted, are to be represented by three dots if they occur at the beginning or in the middle of the sentence and by the word 'etc.' if they occur in the end.

### 14 Series Note

141 A Series note is to consist successively of

1. the name of the series, omitting the initial article or honorific word, if any;
2. a comma;
3. the words "ed. by" followed successively by the name of the editor or editors of the series and comma, if the series has an editor or editors; and
4. the serial number

## 2 CROSS REFERENCE ENTRY

2 A Cross Reference Entry is to consist of the following sections in the order given :—

- 1 the Class Number of the specific subject from which the book is referred (leading section);
2. the directing words "See also";
3. the Call Number of the book; and
4. the Heading of the book, a colon, the short title of the book with the initial letter in capital, a full stop and chapters or pages of reference.

See *entries 3.5 to 3.7.*

## 3 INDEX ENTRY

### 31 Class Index Entry

31. The Class Index Entry is to be given using as heading the term represented by the last digit of each of the significant links of the chain representing the class number of each main entry and cross reference entry.

See examples

### 32 Book Index Entry

32. A book Index Entry is to consist of the following sections in the order given :—

1. the Heading (Leading Section); and
2. the Intermediate Item and the Index number.

In the second section the two parts are to be deemed to be separate sentences.

See *entries 1.4, 1.5., 2.2. to 2.4, 3.3 and 3.4.*

### 32 HEADING

321 A book Index Entry is to be given using as Heading each of such of the following as the Book admits of :

1. the Heading of the Main Entry, provided it is not, as such, eligible to be used as the Heading of a Class Index Entry appropriate to the Book;
2. the name of the Second Author, or Collaborator in case the Heading of the above mentioned first kind consists of the names of joint authors, or joint collaborators;
3. the name of each person mentioned in the second part of the title-portion of the Main Entry;
4. the name of the Series occurring in each independent Series Note of the Main Entry;
5. the title of the book, if it is fanciful i. e., not descriptive of the subject-matter dealt with in the book, provided it is not eligible to be used as the Heading of a Class Index Entry appropriate to the Book or the Heading of the Main Entry is not the First Word of title.

#### 4 CROSS REFERENCE INDEX ENTRY

- 4 The Cross Reference Index Entry is to be given

1. to the editor of a series
2. to the real name when a pseudonym is used;
3. to an alternative name when there are alternatives for the heading chosen by the cataloguer.

#### 65 Arrangement of Entries

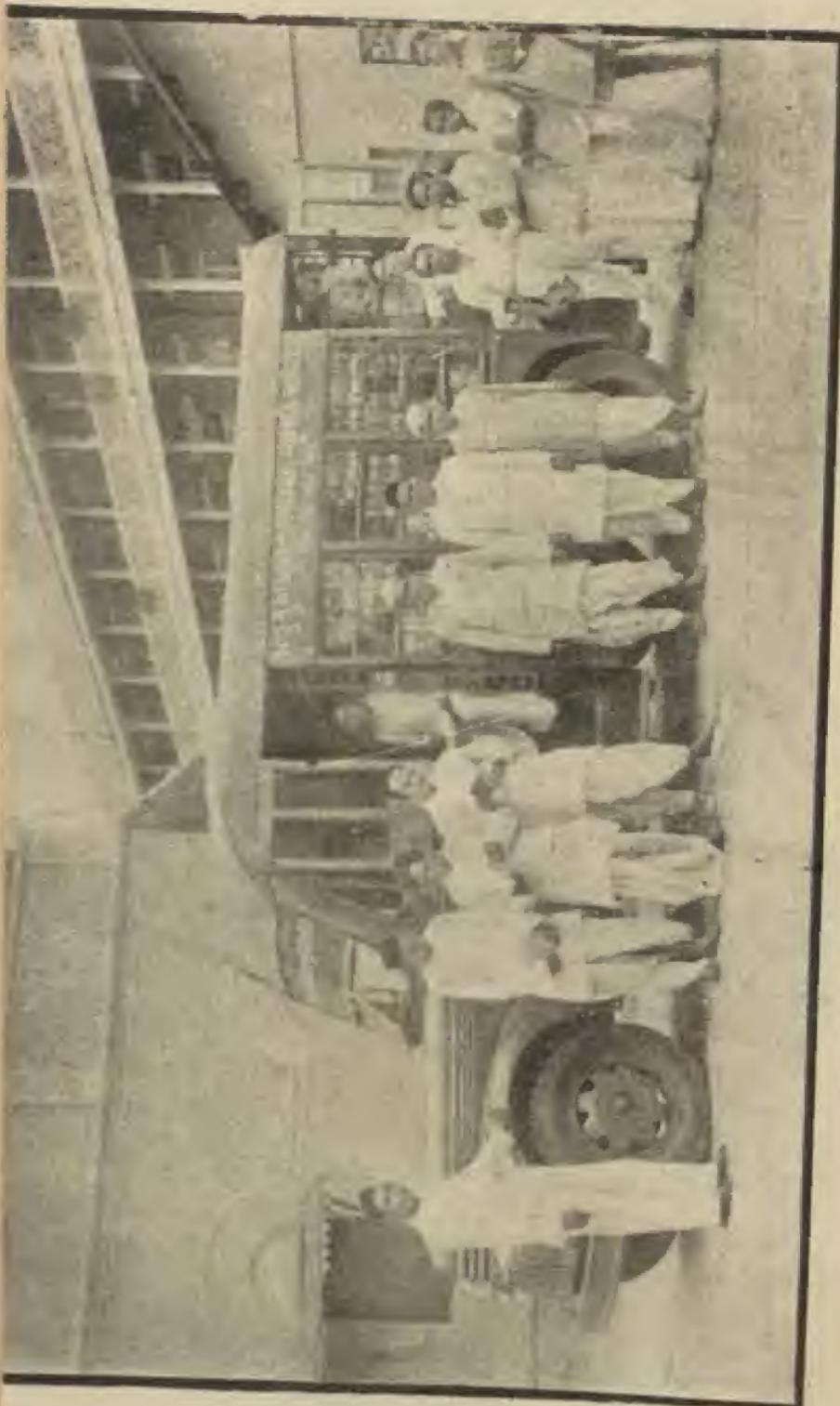
We have seen that each entry is written in a card. The cards are arranged in trays and tied up by rods passing through the holes near the bottom edge. The trays are built up into a cabinet. Small libraries may have a cabinet having three drawers in each column. In this arrangement new cards can be inserted at any point without disturbing or re-writing any of the already existing cards.

The entries given as examples in this book are of two types, viz., those that have numbers at the top and those that have only words. It is evident that these two sets cannot be mixed together. They must be arranged in two different sequences. The first sequence will be arranged according to the ordinal values of their class numbers. Among the entries having the same class number those that have book numbers take precedence and are arranged among themselves according to the ordinal value of their book numbers. Those that have no book numbers in the leading section—the cross reference entries—come next and are arranged according to the ordinal value of the book number in the third line.

But in the alphabetical part the arrangement is by the alphabet. This is usually believed to be as simple as A B C but it is not really so. Scottish words beginning with 'Mac' and its abbreviated forms 'Mc' and 'M.' Irish words beginning with 'O', words beginning with "Saint" and its abbreviated forms 'S', 'St.' and 'Ste.' are some of the common factors of disturbance. All books on cataloguing deal with these points. A reference may be made to Chapter 06 of the *Classified catalogue code* for difficulties met with in arranging these alphabetical cards.



*By courtesy of Municipal Corporation, Ahmedabad.*



## CHAPTER 7

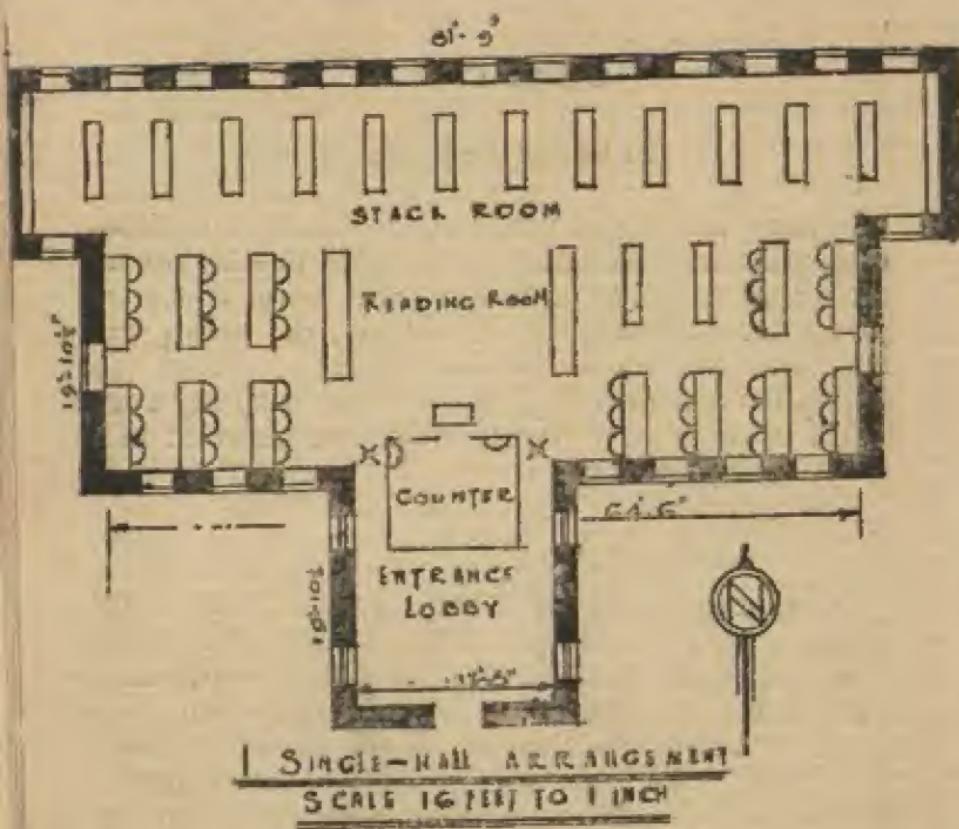
### Building and Stores

The main work relating to library building, equipment and stationery and other articles needed for library use, will be looked after normally by the parent body of the library. However, the library will have some routine connected with them. Before taking up the routine, it may be worth while to say a few words about some features which are expected in a small library building.

#### 71 Building

The diagram on the next page shows some of the necessary features to be provided for a library building. The stack room should have the book stack running in parallel lines which are 6' apart from centre to centre. The stacks themselves will consist of unit book racks 18" in width. Thus the gangway between two consecutive rows of book racks will be 4 $\frac{1}{2}$ '. At the end of each gangway formed by book racks there should be a window 4' broad and 6' high so that the gangway is well lighted. There should also be a gangway down the wall which is at least 3' wide. This gangway will protect the book racks from rain and sun. Further as an additional precaution it is always insisted in our country that the lengthwise wall in which these stack room windows occur should run from east to west. The floor should be sound proof. Either the pavement material itself should be sound proof or if it is too costly to get such material in Indian conditions today, the floor should be covered with some matting. Coir matting may be cheap enough and within the means of many of our small libraries. The other details of the building are easily seen from the diagram.

## LIBRARY MANUAL



### 72 Book-Rack

The following is the specification for a unit book-rack :—

The standard unit-rack that I have designed for the Madras University Library has two faces. Each face has two bays, so that the unit rack is a four-bayed rack—two bays on each side. While the height may be 7 ft. in adult libraries, it should not exceed 5 ft. in children's libraries.

The detailed dimensions of and specification for an adult library unit are as follows :—

11 External dimensions 6' 6" x 1' 6" x 7'.

12 Three uprights, each 2" x 1' 6" x 7'.

13 Seven shelf-planks, each 3' x 8½" x 1".

Two of the shelf-planks are to be fixed ones—one near the top and the other near the bottom. The other five are to be movable ones supported by Tonk's fittings, so that they can be adjusted to an inch. It may be an advantage to provide two spare shelves for each unit.

2 The book-rack is to have sanitary bottom—i. e. the lowest shelf is to be fixed at a height of 6 ins. from the floor to facilitate cleaning the floor beneath the rack and easy vigilance. The topmost shelf is to be fixed 6 ins. below the top of the uprights.

3 To prevent the books on the shelves in one face getting mixed up with the books on the corresponding shelves in the other face, an expanded metal or weld-mesh partition is to separate the two faces. It is to accommodate this frame that the planks are made only  $8\frac{1}{2}$  inches broad, thus leaving a gap of 1 inch in the centre of the rack. The partition is to begin only from a height of 6 inches from the lowest fixed shelf and go right up to the lower side of the uppermost fixed shelf. The advantage in beginning it only from a height of 6 inches from the lowermost shelf is that giant folios, which are more than a foot broad, can be made to lie flat, on the bottommost fixed shelves, extending from one face to the other. If the partition is of steel, it should be coated with an anti-corrosive paint.

4 The front-edge of each shelf is to have a wedge-shaped groove cut in it, to hold shelf-cards. If the groove is carefully cut, the shelf-cards can be easily slid from end to end, as the books are necessarily moved in course of time.

5 The three uprights are bound together by the four pairs of fixed shelves. It would be an advantage to reinforce this by means of two steel tie-rods binding them together, one at a height of  $2\frac{1}{2}$  ft. from the bottom and the other at a depth of  $2\frac{1}{2}$  ft. from the top.

To accommodate these rods it may be necessary to make the partition in three parts, the rods running between the frames of the parts.

5 It may be convenient to fix spring blind-holders to each bay to hold maps. At least two maps can be accommodated in front of each bay. The maps are to be normally in the rolled-up position. Whenever necessary, they are to be pulled out for reference and then released.

71 The teakwood used should be well-seasoned and the contractor should make good any crack that it may develop within a year of supply.

72 The length of all the shelf-planks should be quite accurate, so that they can be interchanged without any restriction.

8 This unit rack requires about 10 c. ft. of teakwood. It has 84 running ft. of shelf-space. It can accommodate, on an average, 750 volumes. When full of books, it will weigh about 1 ton.

### 73 Opening Routine

Before opening the main gate, go round the building and see if there is anything abnormal. Ask the nightwatch about his observations in the night. Check his work. See if the lock of the main gate is in tact and untampered with. Then, examine if the doors and the windows are in the proper bolted position. Then, ask the peon to open them and report to you anything abnormal that he might notice. Ask him to report also all cases of broken panels, broken bolts, hooks, etc. Then, walk through the different parts of the buildings in accordance with a systematic plan, examining if there is any defect anywhere in the electric installation. Examine also if there is evidence of damage done by rats, bats, squirrels and other similar creatures. Examine also if there is any sign of white ants anywhere. If there had been rain on the preceding day, examine

if there are signs of leakage anywhere. Examine if the counter wicket gates are in a sound condition and if they work properly. Examine if all the electric switches are in good working condition. As you go round, if any defects are observed, make an accurate note of the same in your diary. Soon after this process is over, take the necessary action about each of the defects noticed. If anything serious is noticed, send word to the librarian immediately. Fill up the columns relating to opening in the diary of the section. Wind the clocks and the time pieces on the due days and set them right whenever necessary. See if the sweepers and cleaners do their routine.

#### 74 Closing Routine

Examine if there is no person in any room or part of the building before it is closed. Ask a peon to go round and close and fix the bolts of all the doors and windows in a systematic manner. Inspect each of the doors and windows and examine if they have been securely bolted. Examine if any inflammable material is lying about loosely anywhere and if it does, have it removed. Put the bait in the rat traps and distribute the traps in the parts of the library, which are known to be frequented by rats. Rats are cunning creatures. It is our experience that we have to change the bait from time to time and also change the places where the traps are placed from time to time. In spite of all the ingenuity that man is capable of, the rodents are uncanny enough to thwart all his efforts, evade his traps and take its toll from some other part of the library. If the building could be designed rat-proof, a good deal of this bother will be avoided.

Take the diary of the section with you and turn the fans and lights off individually after satisfying yourself that nobody is left behind in any part of the library. Then, turn off the sub-main switches. Then, turn off the main switch. Then, ask the peon to lock the main door securely. Pull it and see if it is proper-

ly locked. Ask the night watchman also to satisfy himself that it is properly locked. Then, seal it up. Then, enter the columns relating to closing, in the section's diary. Send the key and the diary to the person who is to have custody of the same during the night.

## 75 Stores

The issue of the articles is to be regulated and controlled by a combined stock and issue register. In the case of each article, the following "constants" are to be fixed from experience and suitably changed at intervals in the light of further experience:—

1. Maximum to which the stock should be brought up periodically—say, once in a year, the period being determined for each article;
2. The minimum below which the stock should not go, i.e., when the stock reaches that figure, steps should be taken for replenishment;
3. The annual consumption;
4. The quantum of issue. It will add to convenience and economy of time, if articles are issued only in a definite number of quanta. The quantum for each article is to be determined according to its nature; for example, catalogue cards are to be issued only in quanta of 100. The indenting section should ask only for 100 cards or multiples of 100 cards. It should not ask for fractions of a quantum. The quantum for writing paper may be 100 sheets; and so on.

In the light of these figures and in the light of the frequency of issue, each article is to be given a certain number of pages in the stock and issue register so that the pages allotted to all the articles are finished off, more or less at the same time.

Apart from this standardisation of the quantum of issue it is desirable that the issue is controlled and

standardised from the point of view of time also. It is slovenly and annoying to run out of stock of stationery in the middle of work and to run out to the stores at odd hours. The following sample time table will illustrate what should be aimed at:—

1. 11 A. M. Saturdays filling up indent forms
2. 2 P. M. Saturdays supply of stores in accordance with indents.

This implies that the week's requirements should be anticipated. Overindenting should be avoided as much as under-indenting.

#### 75 STATIONERY ARTICLES

Another important factor in the organisation of work regarding stores relates to the storing of the articles. In the case of forms and registers, receptacles of suitable size and shape are necessary. The forms and registers should be arranged strictly in the order of their numbers as shown in sections of chapters 3 and 4 which end with digit 7. The stationery and other articles should be arranged in some convenient order in receptacles of their own which should also be of proper size. The store room should be kept scrupulously neat and tidy. If the quantum principle of distribution is adopted and if the articles themselves are packed in quanta, the tidiness in storing arrangement will be easily secured. Further, the verification of stock will also be greatly facilitated. Here is a schedule of stationery which may be required in a library.

Straw board.	Paper (white) 16 lb. 27" x 17".
Packing paper (60 lb.).	Section paper.
Brown cartridge paper (46 lb.).	Manifolding paper.
Bristol boards, 4 sheets thick.	Carbon paper.
Ledger paper 27" x 17" (for printing).	Impression paper.
Paper (white) 21 lb. 27" x 17" (for printing)	Stencil paper
	Black ink.
	Red ink.
	Rubber stamp ink

Stamping pad.	Soap.
Stencil (Alphabet and Arabic numerals).	Twine.
Ruler.	Thread.
Paper weights.	Gum bottle.
Drawing pin.	Sealing wax.
Tape tag.	Sponge.
Pin.	Dater.
Gem clip.	Calling bell.
Paper clip (steel).	Typewriter.
Drying book.	Typewriter ribbon.
Blotting paper.	Typewriter eraser.
Flat file boards.	Typewriter oil.
Hinged file boards.	Benzine oil.
Bound file books.	Typewriter metal polish.
Pencil (black lead).	Typewriter brush.
Pencil (blue lead).	Long cloth.
Pencil (red lead).	Duplicating machine.
Pencil (phono) required for writing call numbers also.	Duplicator ink.
Penholder.	Duplicator oblitterine.
Nibs.	Roneo pen.
Ink bottle.	Stencil plate.
Ink stand.	Candle stand.
Eraser.	Electric bulb.
Eraser, ink (black).	Lamp black.
Eraser, ink (red).	Cycle, with its tools.
Stencil ink.	Rubber solution.
Punch plier.	Cycle oil.
Needle.	Valve tube.
Inch tape.	Pump connection.
Foot-rule	Metal polish.
Knife.	Grease.
Scissors.	Match box.
Paper cutter.	Lantern.
Dhungry cloth.	Kerosene oil.
Umbrella.	Polishing wax.
Wheat flour.	Sand paper.
Copper sulphate.	Tonk's shelf plates and other similar fittings.
Phenyle.	Nail puller.
	Hammer and other tools.

It is desirable that the entire stores of the library should be checked at least once in a year. The best time to check it is just before the year's supply is received.

### 76 Prophylactic

#### 761 FUNGUS

A group of omnivorous fungus known as mildew or moulds is destructive of paper and leather. They are recognised by the white scars they produce. It grows much when humidity is above 70% and most when it reaches 90% and the temperature is between 77° F and 100° F. Ventilation controls moulds to some extent. To provide for aeration, books must be loosely arranged on shelves. In winter, steel shelves cause local lowering of temperature producing near the books pockets of more humid air.

#### 762 BOOK-WORM

Book-worm is the popular name for the larva of beetles. It eats paper and leaves its eggs on the surface of binding or on the edges of books. The eggs hatch within ten days during summer. The larva eats its way into the interior of the book and reaches the surface again when ready for chrysalis stage. It has about five life-cycles in a year. Its damage is recognised by the pinholes and tunnels across the leaves of books.

#### 763 SILVER-FISH

Silver-fish has glistening silver-grey scales on the body, long antennae on the head and filaments at the hind-end. It is less than half an inch in length. It hides away all day and feeds on binding, starch and paper at night and in darkness.

#### 764 WHITE ANT

White ants are perhaps the most dreadful destroyer in libraries in tropics. They live mostly on cellu-

lose and paper and board made of it. It is the subterranean species that are most destructive in libraries. As they have a reserve of queen ants, it is difficult to eradicate them. Like silver-fish white ant also shuns light.

#### 765 PREVENTIVE MEASURES

When the building is erected, the earth in the site should be dug up and cleared of nests of queen-ants. The soil of the foundation trenches may be soaked with a 20% solution of zinc chloride or copper sulphate. The superstructure should be isolated from foundation by a damp-proof course of concrete slate or asphalt. Stone or burnt brick and lime-mortar or cement alone should be used in construction. Floors should not have cracks or joints. Monolithic concrete should be preferred. The settlement joints and the junction of the floor with walls should be grouted with cement or plastic coal tar. This should be repeated whenever cracks develop. Another preventive against white ants is to treat joints and cracks and crevices with solution of 1 part corrosive sublimate and 16 parts methylated spirit. All wood-work should be of teak properly treated, for which advice may be taken from the Forest Research Institute at Dehra Dun. The stack-room may be air-conditioned. But this will not be within the reach of our small libraries. The next best is to provide for adequate ventilation, sunlight and dryness. Napthaline bars, lime, mergosa leaf, and tobacco-leaf have preventive effect. Buckets of coal may keep humidity under control.

#### 766 HANDLING OF BOOKS

Open access is the best prevention against all the above mentioned ills. In regions into which readers go often, the books are constantly handled and injurious organisms do not find harbour. In regions which contain books not much in use, books must be frequently taken out, cleaned, aired and exposed to sun-light. Black colour should be avoided in the

covering materials of the binding. Red colour has proved to attract insects least.

## 77 Forms and Registers

C9971. Indent slip. Stencil. *Ledger paper*. White. The column headings are to be as follows:—

Article (3 inches); Quantity on hand ( $\frac{1}{2}$  inch); Quantity required ( $\frac{1}{2}$  inch); Remarks.

The text above the column headings is to be:—

No. and name of the section; initial of the head of the section; date; L's sanction and initials.

C9972. Monthly supplies indent slip. Stencil. *Ledger paper*. White.

The row headings are to be

Month.

Article.

Successive names of persons or sections.

Total.

L's sanction and initials.

C9975. Indent consolidating form. Stencil. *Ledger paper*. White. The column headings are to be as follows:—

No. of form or article (1 inch); The numbers of each of the different indenting sections, and lastly, total ( $\frac{1}{2}$  inch for each of these columns).

S997. Stock and issue register. Printed. 10 point type. 21 lb. printing paper. Bound book. 30 lines.

The column headings are to be as follows:—

Date (1 inch); From whom received or to whom issued

## LIBRARY MANUAL

(2 inches); Receipts (1 inch); Issue (1 inch); Balance (1 inch); Initials of receiver (½ inch); Remarks.

## 78 Files

Name	Class No.	Filing characteristic
Indent ..	9972 (Last digit of the year to which the indent relates)	Correspondent
Forms ..	9974 (No. of the form) ..	do
Distribution ..	9976 (No. of the article) ..	do
Sanctioned indents	9977 ..	..
Stock verification	9978 (Last digit of the year to which the verification refers)	Correspondent

The files may be transferred to the record sequence at the end of five years and destroyed after three years.

## CHAPTER 8

### Conversion Table and Glossary

#### 81 Conversion Table

In case the translators of this book into the Indian languages wish to use Indian script for Class Numbers, it is desirable that all the languages should adopt equivalent symbols to represent Class. To facilitate this, a conversion table is given in this section to convert a Class Number from Roman script into Devanagari script. The phonetic equivalent of any letter in any other language will be obvious. The Tamil script, which does not have equivalents for all, may be supplemented by letters from the Grantha script. The 'alphabet with anusvara' is used to represent lower case letters of the Roman script. We would recommend that the Arabic numeral may be retained without being converted into Indian numerals. However, we do not wish to prejudge the issue. We have, therefore, used the Devanagari numerals in the Hindi edition of this book.

ଇ	A	a	ଇ	ନେତ୍ର	ନେତ୍ର
କୁ	B	b	କୁ	ପାଦ	ପାଦ
କ	C	c	କ	ପାଦ	ପାଦ
ଖ	D	d	ଖ	ପାଦ	ପାଦ
ଗ	E	e	ଗ	ପାଦ	ପାଦ
ଘ	F	f	ଘ	ପାଦ	ପାଦ
ଘ	G	g	ଘ	ପାଦ	ପାଦ
ହ	H	h	ହ	ପାଦ	ପାଦ
ଜ	I	i	ଜ	ପାଦ	ପାଦ
ଜୁ	J	j	ଜୁ	ପାଦ	ପାଦ
ଝ	K	k	ଝ	ପାଦ	ପାଦ
ଝୁ	L	l	ଝୁ	ପାଦ	ପାଦ
ତ	M	m	ତ	ପାଦ	ପାଦ
	N		ନ	ନେତ୍ର	ନେତ୍ର
	O		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	P		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	Q		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	R		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	S		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	T		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	U		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	V		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	W		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	X		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	Y		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର
	Z		ନେତ୍ର	ନେତ୍ର	ନେତ୍ର

## 82 Glossary of Library Terms

## English—Sanskrit

This glossary gives Sanskrit equivalents of Library-terms to facilitate the formation of cognate terms in the several Indian languages and the rendering of this book into those languages.

accession	प्रियाहण
—number	— संख्या
act	विधि
adaptation	प्रकाशन्तर
adaptor	—कार
added entry	अतिरिक्त संलेख
additional	अतिरिक्त
administration	संचालन
alphabetical order	वर्णाक्रम
alphabetisation	वर्णाक्रमण
alternative	अवान्तर
—title	— अर्थात्
arrangement	व्यवस्थापन
array	पंक्ति
artificial composite book	कृत्रिम समासित ग्रन्थ
assistant	तद्दायक
author	ग्रन्थकार
author-analytical	—विश्लेषक संलेख
author-catalogue	—सूची
auxiliary title	उपास्था
ay guide	व्यातदर्शक
espoken book	प्रतिभ्रुत ग्रन्थ
ibliography	वाङ्मयसूचि
inding	तपुटन
—sequence	—कद्वा
ipartite	द्विभागिक
ook card	पुस्तक पत्रक
—index entry	—निवेदीशी संलेख
—number	—चिह्न
—selection	ग्रन्थवरण
—ticket	—चिटिका
orrower	विसेव्य
ranch library	शाहा ग्रन्थालय
usiness library	कार्यभार ग्रन्थालय
ll number	क्रमक संख्या
anon	उपसूत्र

Canonical order	संप्रदायकम्
Card	पत्रक
—catalogue	—सूची
Catalogue	सूची
Cataloguer	सूचीकार
Cataloguing	सूचीकरण
Caution money	प्रातिभाव्य धन
Chain	परम्परा
—procedure	—रीति
Changed title	परिवृत्तास्था
Characteristic	मेदक
Charged tray	आरोपित पात्रक
Charging	आरोपण
—tray	—पात्रक
Chronological order	कालकम्
Circulation	संचारशा
City central library	नगर केन्द्र ग्रन्थालय
Class	वर्ग
—index entry	—निर्देशी संलेख
—number	वर्ग संख्या
Classic	चिरगहन ग्रन्थ
Classification	वर्गीकरण
Classificationist	वर्गीकार्य
Classified catalogue	अनुयागी सूची
—order	—क्रम
Classifier	वर्गकार
Code	कल्प
Co-extensiveness	समव्यापकतय
Collaborator	सहकार
College library	महाविद्यालय ग्रन्थालय
Colon	द्विविन्दु
—classification	—वर्गीकरण
Colophon	पुस्तिका
Commentator	भाष्यकार
Compilation	समवाय
Compiler	संग्राहक
Composite book	समाप्तित ग्रन्थ
Compound name	—नाम
Connecting symbol	योजक चिह्न
Contribution	अंशदान
Contributor	अंशकार
—index entry	—निर्देशी संलेख

Co-ordinate	समरंकि
Corporate author	समष्टि प्रन्थकार
-body	समष्टि
Cross reference	अन्तर्विषयी
— — entry	— संलेख
— — index entry	नामान्तर निर्देशी संलेख
-Date guide	तिथिदर्शक
—label	—पत्र
Dater	तिथिकक
Decimal Classification	दशमलव वर्गीकरण
Delivery station	समर्पण प्रतिष्ठान
Derived composite term	यौगिक समासित पद
Dictionary	अनुवर्ण
J-catalogue	—सूची
Digit	अङ्क
Director	निर्देशक
Directory	निर्देशिका
Discharging	अवरोपण
Fl-tray	—पात्रक
Fl-work	—कार्य
Session number	दान संख्या
Due date	देयतिथि
Duplicate ticket	प्रतिचिठिका
Editing	संपादन
Edition	आवृत्ति
Auditor	सम्पादक
Encyclopaedia	विश्वकोश
Entrance	प्रवेश
Entry (catalogue)	संलेख
Epitomiser	संक्षेपक
Evolutionary order	विकासक्रम
Extract	भागोद्ग्रह
Exchange list	विनिमय सूची
Exit	निर्गम
Select	मुख
Select-formula	—परिसूत्र
Microscicule	अवदान
Illustration	ज्ञातेयता
Illustratory	ज्ञाति
Order	—क्रम
First vertical	प्रथमोद्दृष्टिरेखा

Five laws of Library Science	ग्रन्थालय शास्त्र वैचासूची
Focus	लक्ष्य
Formula	परिसूत्र
Function	धर्म
Fundamental	मौलिक
—constituent term	—घटक पद
Furniture	उपस्थिति
Gangway guide	अन्तर्मार्ग दर्शक
Generalia class	संबंधग्र
Gate register	द्वारपरिक्रमा
Geographical facet	प्रदेश मुख्य
—order	—क्रम
Guarantee	प्रतिमावित
Guarantor	प्रतिभू
Guide	दर्शक
—card	—पत्रक
Half-title	लघु, आस्थ्या
Heading	शीर्षक
Helpful order	अनुकूलक्रम
Horizontal line	सम रेखा
Impression	अङ्कन
Imprint	मुद्रणांक
Inclusive notation	समावेशाङ्कन
Index	निर्देशी
—entry	—संलेख
Initonym	अग्रान्ति नाम
Intermediate item	द्वितीयानुच्छेद
Issue	निर्गम
—(of periodicals)	अवधान
—counter	निर्गम स्थान
Job	क्रिया
—, Immediate	सच्चःक्रिया
Joint author	सहग्रन्थकार
—editor	सहसम्पादक
Later title	परास्थ्या
Leading line	अग्रा
—section	अग्रानुच्छेद
Librarian	ग्रन्थालयी
Library	ग्रन्थालय
—hand	—लिपि
Loan	उद्धरण

long-range reference	व्याप्त अनुलय सेवा
lain class	मुख्य वर्ग
-entry	—संलेख
aintenance section	प्रदशक गण
ember	विसेव्य
membership card	—चिठिका
ulti-faced	बहुमुख
ultifocal	बहुलक्ष्य
ultivolumed	बहुसंपुरक
ational central library	गद्विय केन्द्र ग्रन्थालय
otation	अक्षन
ote	टिप्पणी
umber	संख्या
(of a periodical)	अवदान
ctave principle	अष्टकीति
If-print	उन्मुद्रण
pen access	आसङ्ग
notation	मुकाङ्कन
dering	आदेशन
rdinal number	क्रम संख्या
inary composite book	सहज समाप्ति ग्रन्थ
ganisation	संघटन
erdue	अतिदेय
mphlet	पुस्तिका
rallel movement	समगति
rod	अनुकार
rt	भाग
nultimate	उपान्त्य
riodical	सावदान
riodical publication	सामयिक
rsonal author	व्यक्ति ग्रन्थकार
rsonnel	कर्तृगण
ase	संक्षेप
relation	सम्बन्ध
ased	संक्षिप्त
tuning	आयोजन
inciple of Parallel Move- ent	समगतिन्याय
oblem facet	प्रमेयमुख
cedure	रीति
seudonym	कैतवनाम
ublic library	सर्वजन ग्रन्थालय

Public libraries act	सर्वजन मन्थालय विधि
Rack	मन्थालय
Reader	सेव्य
—, Inside	आसेव्य
Reader, Outside	विसेव्य
Reader's ticket	—चिटिका
Ready reference service	प्रस्तुत अनुलय सेवा
Recto	पत्रमुख
Reference librarian	अनुलयी
—service	अनुलय सेवा
Regional school library	विद्यालय मण्डल मन्थालय
Regulation	नियम
Reprint	उन्मुद्रण
Reprinted	पुनर्मुद्रित
Research library	मानविकी मन्थालय
Reserved sequence	निहित कक्षा
Return	प्रत्यावर्तन
—counter	—स्थान
—date	—तिथि
Reviser	संशोधक
Room	शाला
Routine	प्रविधि
Rule	धारा
Rural central library	ग्रामीण केन्द्र मन्थालय
Scheme	पद्धति
School library	विद्यालय मन्थालय
Second vertical	द्वितीयांश्चरेखा
Sequence	कक्षा
Serial	निरवदान
—number	मालिक संख्या
Series	माला
—note	—टिप्पणी
Set	संचात
Schedule	तालिका
Shelf	फ्लक
—arrangement	मन्थव्यवस्थापन
—guide	फ्लक दर्शक
—register	मन्थ पंजिका
—section	प्रदर्शक गण
—work	प्रदर्शन कार्य
Short title	लघु आस्था
Simple book	साधारण मन्थ

single-volumed	एकतंपुटक
Sorting	विभिन्नण
-tray	—पात्रक
special cross reference	विशेष अन्तविषयी संलेख
entry	विशिष्ट विषय
specific subject	चयन
stack	—शाला
-room	कृत् गण
staff	मानक
standard	मानितपत्रक
-card	स्थायी विक्रेता
standing vendor	राज्य केन्द्र ग्रन्थालय
state central library	गणनायकिका
statistics register	उपशीर्षक
ubheading	विषय विशेषक संलेख
ubject analytical	प्रतिपाद्य विषय
-matter	परंपरित
ubordinate	पदार्थमुत्त
ubstance facet	कमाएत
uccessive	पूर्ति
apply	प्रतिलिप
ymbol	प्रणाली
ystem	पत्रक दर्शक
ab	सारिखी
able (of entries)	ग्रन्थ दर्शक
ag	निष्पत्ति कार्य
echnical work	अस्थायि कदा
emporary sequence	सिद्धान्त
heory	द्विसंक्लिष्ट
hree-phased	भूमिदर्शक
ier guide	आस्था
itle	आस्था पत्र
itle-page	— —पृष्ठ
(Back of the)	श्रेष्ठी
rain	भाषान्तरकार
anslator	जड़म ग्रन्थालय
cavelling library	पात्रक
ay	एकसंक्लिष्ट
wo-phased	एकलद्वयक
nfocal	एकमाणिक
ultipartite	विश्वविद्यालय ग्रन्थालय
iversity library	

CONVERSION TABLE AND GLOSSARY

Vendor	विक्रेता
Verso	पत्रपट्ट
Vertical file	ऊर्ध्वलम्ब अनुयोग
Volume	संपुट
Who's who	नामनुच्छेद
Wicket gate	यान्त्रिकद्वार
Work	कर्म

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Reference to a cataloguing rule is given as in this example:—  
Hindu names 64 (1212) means that the rule about Hindu names will be found as Rule 1212 in section 64.

*d.i.r.t.*—described in relation to

*i.r.t.*—in relation to

*q.i.r.t.*—quoted in relation to

*r.i.r.t.*—referred in relation to

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